

**Early Childhood Education**  
**Procedures for Field and Practicum Experiences**  
**Criminal History Check Procedures**

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**For a Field or Practicum Experience in a preschool, child care, or Head Start classroom**

1. Prior to starting a placement in any child care program the student must complete a national fingerprint check by registering with MorphoTrust (<https://in.ibtfingerprint.com/>) and submitting finger scans, to allow for a check of the FBI national database. Students shall choose the agency name "Family and Social Services Administration" and the application category "child care center volunteer" (because all of these are non-paid experiences). Continue with prompts and pay (~\$40).
2. Students shall maintain a copy of the receipt issued by MorphoTrust at the time that fingerprints are submitted. Students will provide the child care program to which they are assigned a copy of this receipt as documentation that the student has submitted to the national fingerprint check. The fingerprint checks will be good for **3 years** from the date of the receipt **or** until that student is hired as a paid employee of a child care program **or** the student is no longer enrolled in the educational program, whichever occurs first. **Therefore, students will retain their copy of their receipt from MorphoTrust and submit to each child care program to which they are assigned for a field experience or practicum.**
3. Other background checks will be conducted by the child care center, per state law via the Bureau of Child Care (BCC). If any potentially prohibited criminal history hits are identified on a student from any of the three databases, they will notify the early childhood program. The child care center will notify the educational institutional (IPFW) if any practicum student has a DISQUALIFYING CONDITION from one or more of the databases. A student in that situation will probably be removed from the child care center – see IPFW's Behavioral Review Policy for potential consequences (<http://www.ipfw.edu/departments/cepp/depts/educational-studies/field-experiences/>). In general, however, this may prevent the student from completing the BS in ECE or the Dual Licensure program.

**For a Field Experience in a public or private P-12 school district**

1. An EXPANDED Criminal History Report must be obtained from Safe Hiring Solutions.
2. Additional instructions for obtaining the Safe Hiring Solutions report can be found at <http://www.ipfw.edu/departments/cepp/depts/educational-studies/criminal-history-background-report/>
3. These reports are valid for **1 year** and must remain valid through the END of your field experience placement. If it becomes invalid before to the end of your field experience placement, you will be required to obtain a new report.