



**NORTHEASTERN**  
**STATE UNIVERSITY**  
*College of Education*

RE: Background Checks

Dear Teacher Education Candidate:

Congratulations on your decision to become a teacher and make a positive difference in the lives of children, families, and the communities you will serve. We know that you share NSU's commitment to the safety and well-being of all children, and as a faculty, we have been discussing how we might better support the efforts of our public school partners in this area. Acknowledging that many schools and organizations now require a background check for volunteers and those who work in their buildings, NSU's teacher preparation program is implementing a background check process for all candidates who interact with children in our various clinical courses.

We have chosen to work with Castle Branch; parent corporation of CertifiedBackground.com & Certified Profile. This company provides an on-line process for both initial checks and rechecks at a reasonable cost and quick response. Cost for the initial check will be \$15.00. Our program will consider the report current for one year. Subsequent rechecks will cost \$15.00. Most candidates will complete an initial report upon enrollment in EDUC 3313, Pre-Internship I and a recheck when enrolling in EDUC 4032 Pre-Internship II which will carry them through the next semester's full internship experience if following NSU's College of Education Clinical Education Experiences Plan.

**All candidates must have a current background check on file with the Clinical Education office before their placements are finalized.** If you have completed a background check within the past year for other purposes, you can provide that report plus documentation indicating the search included the following: residency history, social security trace, and national criminal record search including sex offender registry, maiden name, and aliases. One benefit of using [www.castlebranch.com](http://www.castlebranch.com) is that Clinical Education / Teacher Education office can view reports online. You do not have to turn in a separate document. No matter the format, please know that we will keep your information confidential!

If you have questions about the background check requirement, please visit with your clinical course instructor or call the Clinical Education office at 918-444-3708. Thank you for your cooperation with this important safety issue.



## STUDENT INSTRUCTIONS FOR NORTHEASTERN STATE UNIVERSITY EDUCATION

### About Castle Branch

CastleBranch is one of the largest background screening and compliance management companies in the nation and works with more than 25,000 organizations and nearly two thirds of colleges and universities. For nearly two decades, the company has exceeded industry growth rates and continues to provide new products and services that make a difference in people's lives. CastleBranch is accredited through the National Association of Professional Background Screeners (NAPBS) - a highly coveted distinction held by less than five percent of all background screening companies.

### Before Placing Your Order

#### ➤ **Required Personal Information**

- In addition to entering your full name and date of birth, you will be asked for your social security number, current address, phone number and email address.

#### ➤ **Payment Information**

- At the end of the online order process, you will be prompted to enter your Visa or Mastercard information. Money orders are also accepted but will result in a \$10 fee and an additional turnaround time.

### Place Your Order

Go to: [www.castlebranch.com](http://www.castlebranch.com), click "Place Order" tab & enter package code:

Package Code for Initial Background check: **NB12**

Package Code for Re-Check Background check: **NB12re**

### View Your Results

After placing your order with CastleBranch.com, you will receive a confirmation email that will contain the password needed to access your results and view any missing information required to process your order.

Go to: [www.castlebranch.com](http://www.castlebranch.com), enter the password provided, then click "View Background Check" follow instructions provided.

Although 95% of background check results are completed within 3-5 business days, some results may take longer. To see your order status, return to CastleBranch.com with your password. Your order will show as "In Process" until it has been completed in its entirety.