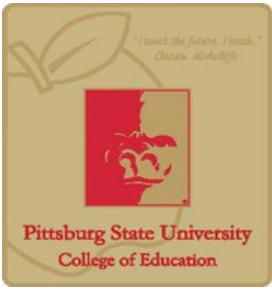


## CRIMINAL BACKGROUND CHECK INSTRUCTIONS



Kansas state law states that you can be denied a teaching license if you have been convicted of or pled guilty to any of the listed offenses in KSA 72-1397 or have a report in the Child Abuse Network. While a denial may be appealed to the Kansas State Board of Education, there is no guarantee that the appeal will be granted.

At the request of school districts and in alignment with state licensure requirements, Pittsburg State University requires all education majors who are applying to teacher education and who are applying for professional semester to complete a background check with Validity Screening Solutions before being allowed to go out in the field.

### Some of the offenses listed in the statute include but are not limited to:

*See Kansas Statutes 72-1397 for a complete list*

- Indecent liberties with a child
- Felony Charges
- Aggravated Assault
- First Degree Terroristic Threatening
- Distribution to Minors
- Driving under the influence of alcohol or drugs
- Rape
- Aggravated endangering of a child
- First, Second, or Third Degree Sexual Assault
- Robbery

To complete the background check, you need to:

1. Go to the secure link below:  
<https://www.validityacademics.com/students/>  
For best results, use Chrome or Firefox for your browser. Safari and Internet Explorer are not recommended.
2. Enter the Username and Password below:  
**Username: psu4921**      **Password: background**
3. Create a personal profile by completing the required fields
  - If your email has been used in a previously created profile, you will need to log in via the “Returning Student Log-In” section and select the “New Screening Profile” link on the next page.
  - If you have forgotten your password you can click on the “password (forget?)” link and answer the security question you chose when you first created your personal profile.
4. Complete each section of the screening profile
  1. Review the screening profile to ensure all sections are complete and click “Next.”
  2. Read the “Notice and Disclosure” and check the confirmation box.
  3. Read the “Summary of Rights under the Fair Credit Reporting Act” and check the confirmation box.
  4. Complete all form fields in Certification and Release and enter your signature in the electronic signature box.
  5. Choose a payment option:
    - i. **Credit Card (Visa or MasterCard)** \$ 40.00 (approximately)
    - ii. **Money Order or Cashier’s Check** \$ 40.00 (approximately)
  6. Select “Submit.”

Results will be forwarded to Pittsburg State University, Office of Teacher Education. If your background check comes back with any criminal history, you will be required to meet with the Director of Teacher Education in Hughes Hall 110A, to discuss the issue(s). Instructions on how to access your completed report will also be sent via email once your profile has been submitted.

If you have any questions, please feel free to contact the Director of Teacher Education at (620) 235-4489 or [jdockers@pittstate.edu](mailto:jdockers@pittstate.edu). You may also contact Validity Screening Solutions with technical questions at (913) 322-5995, toll-free at (866) 920-5995, or via email at [students@validityscreening.com](mailto:students@validityscreening.com).