

## 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*

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

To complete the background check, you need to:

1. Go to the secure link below: <https://www.ejobapp-validityscreening.com/p/psu4921>
2. You will need to create a New User account by client link in the upper right hand corner (previous credentials will not work for this updated site.)
3. Create a User Registration by completing the required fields and clicking **SAVE**
4. An authentication message will be dispatched to your email. Follow the link within the email to set password and begin application.
5. Locate your needed package by selecting the **SUBMIT** link
6. Complete each section of the screening profile
  1. Review the screening profile to ensure all sections are complete and click **NEXT** (bottom right)
  2. Read the “Notice” and check the confirmation box, click **NEXT** (bottom right)
  3. Read the “Summary of Rights under the Fair Credit Reporting Act” and check the confirmation box, click **NEXT** (bottom right)
  4. Complete the Disclosure and enter your signature in the electronic signature box, click **NEXT** (bottom right)
  5. Complete the required fields in the Authorization and enter your signature in the electronic signature box, click **NEXT** (bottom right)
  6. Complete Credit Card payment options (AMEX, Discover, MasterCard, or Visa)
    - i. **Cost is \$34.00 plus \$2.00 administrative fee**
    - ii. **Receipt of payment will be emailed to you once submitted**
7. Select **SUBMIT** to complete application

**\*Your results will not be released to your institution until you successfully submit your request and payment to Validity.\***

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).