

### Background Check Information Sheet

WHAT	WHO	WHEN	WHERE	PROCEDURE	COST
Fingerprinting (in the State of MD)			<p>Preferably done at the McDaniel College Campus Safety Office. Appointments are necessary (410-857-2202). <i>(Please keep in mind that all appointments with Campus Safety will be preempted in the event of safety personnel responding to an emergency.)</i></p> <p><b>NOTE: You must be fingerprinted in the state of Maryland.</b></p>	Candidate sends fingerprinting cards to Criminal Justice Information System (CJIS) along with payment.	\$37.25 paid by McDaniel Colleegeteacher candidate. There is no service charge if your fingerprints are done by Campus Safety . Other sites may charge \$20.00 in addition to fingerprinting fee.
	Graduate (BEST) teacher candidates	Candidates are notified of the requirement when accepted to the program. Results must be received prior to taking EDU 580/581.			
180 Day Request for Child Care Criminal History Record Check	Any candidate who has been fingerprinted in the state of MD within 180 days.	Results must be received prior to being placed in an internship (EDU 2015, 580 & 581)	Form can be picked up in the Field Placement Office. Candidate should provide copies of their State and Federal reports with the 12-digit report reference number. Field Placement Office will provide at the McDaniel College Authorization number.	Field Placement Office sends to CJIS.	No charge
Integrated Biometric Technology (IBT) (consumer/investigative report and child abuse screening)	Graduate (BEST) teacher candidates only	Candidates are notified of the requirement when accepted to the program. Results must be received prior to being placed in an internship(EDU 580/581)	Set of 4 forms can be picked up in the Field Placement Office, 2nd Floor Academic Hall. <b>NOTE: One form must be notarized.</b> Mary Rasche, Education Dept. Receptionist, is a Notary.	Field Placement Office will collect the forms and submit along with copies of current fingerprint reports.	\$23.00 fee Cash or check made payable to Integrated Biometric Technology (IBT) must be submitted with required forms and a copy of candidate's current driver's license.