

## BACKGROUND CHECK INSTRUCTIONS

Criminal background checks from outside agencies will not be accepted. The background check must be completed through the Office of Teacher Education— NO EXCEPTIONS.

Please be aware that we do not release copies of background check information. The TBI/FBI does not consider secondary dissemination of background check reports to be current or valid.

All students entering a practicum/field experience/clinical placement in a public-school setting must complete the following steps. Submit the Applicant Privacy Rights Form

[https://www.tntech.edu/education/pdf/teachered/tep\\_backgroundcheck/Noncriminal\\_Justice\\_Applicants\\_Privacy\\_Rights\\_Updated\\_June\\_2020.pdf](https://www.tntech.edu/education/pdf/teachered/tep_backgroundcheck/Noncriminal_Justice_Applicants_Privacy_Rights_Updated_June_2020.pdf)

2. Submit the VECCHS Waiver Agreement Form.

[https://www.tntech.edu/education/pdf/teachered/tep\\_backgroundcheck/VECHS\\_Waiver\\_Updated\\_June\\_5\\_2020.pdf](https://www.tntech.edu/education/pdf/teachered/tep_backgroundcheck/VECHS_Waiver_Updated_June_5_2020.pdf)

The TBI will not release your background check results until the Office of Teacher Education submits the completed waiver form with the required information.

3. Go to the [IdentoGO by MorphoTrust USA Website](#)

- Click "Schedule a New Appointment"
- Enter Service Code: 28TY6K
- Verify you selected "Child-Related Worker - Private"
- Enter ORI number: TNCC71018
- Verify you selected Tennessee Tech University
- Check the Acknowledge/Release square
- Enter your zip code where you want to complete your fingerprints
- Schedule your appointment
- Please include YOUR FULL LEGAL name when registering.

4. Payment options will be presented at the end of the online registration process (Options: Money Order, eCheck, Cashier's check, Visa or Mastercard).

If your background check results are returned showing a "reason to preclude you as a candidate", a meeting will be required to review and discuss the report. Further action may be taken depending on the severity of the incidents listed.

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### WHAT TO BRING:

You will need a State or Federal government-issued photo identification and your registration number. You must also provide either a payment confirmation number or a money order.

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