

Request for another Montana public school to share background information with MSUB

If you are requesting another Montana Public School to share your background report with MSUB please review the following:

- The redissemination request form to share your report will be available at the Montana Public School/School District you wish to send the report. Note--Background reports may not be sent across state lines.
- Reports accepted by MSUB must be fingerprint based, state and federal, criminal background reports and must be less than 2 years old. The College of Education will not register students for field experiences, internships, and clinical practices without a valid criminal background report. All students must complete a new criminal background report if they have a break in attendance for a year or more and when submitting an application to student teach.
- The contact information for where the Redissemination Request is to be sent/faxed:

Montana State University Billings
Jennifer Burns, Licensure Officer
COE, Rm. 262
1500 University Drive
Billings, MT 59101
Phone: 406-657-2293
Email: jburns@msubillings.edu
Fax: 406-657-2104

- The criminal background report process is not completed until **both** the valid criminal background report and a notarized Self-Disclosure Form have been received and reviewed.
- Self-Disclosure Form located at <http://www.msubillings.edu/coe/FingerprintInfo.htm>
- Any convicted offense can be an obstacle to acquiring placements for practicums and field experiences in the MSU Billings Teacher Education Program and also to your future ability to obtain employment.
- Candidates must be advised that any criminal charge is especially problematic for candidate placements in the EDU 220/EDU 220L and SCOU 594 courses. The placements made for these courses are most often done in social service agencies that do not allow any type of criminal record or offense.
- You will receive a verification of completion of a Federal Criminal Background Report process letter from the College of Education indicating if the report was received with no areas of concern, area(s) of concern not likely to affect licensure or serious area(s) of concern that may negatively affect licensure or program admission/continuation. Please retain this letter for you records.

- If a report reveals a criminal background the student will be notified by letter by Jennifer Burns, Licensure Officer for MSU Billings, advising the candidate of the date the report will be reviewed by the College of Education Petitions and Appeals Committee.
- The Department Chair of Education Theory and Practice, or the Educator Preparation Program Appeals Committee will review and make a recommendation to the Dean of the College of Education for or against being admitted to/continuing a COE program. If a decision is made to disallow the student to complete a field experience, student teaching, or an internship, or be admitted to/continue in a College of Education program, the student will be notified.
- Be aware that criminal charges subsequent to your current criminal background report on file may negatively impact your application for a field experience and for licensure. New arrests or charges require an immediate submission of a new notarized Self-Disclosure. If you have questions or concerns, please contact your faculty advisor.