

**University of Oregon — College of Education
Background Check Verification Process**

The College of Education (COE) is committed to ensuring the protection of minors and other vulnerable populations. As a result, students must have a *clear and current* background check prior to enrolling in any COE course that requires students to:

- Act as a practicing professional (i.e., counselor, teacher, therapist, case manager etc.) or
- Be responsible for the care, custody or control of minors and/or other vulnerable populations

Please note: A *clear* background check is determined by the program in accordance with its standards. A *current* background check is defined as within three years of the initial clearance date. Observations and other curriculum-based activities that do not require students to act as a practicing professional nor require students to be responsible for the care, custody or control of minors and/or other vulnerable populations are excluded from these requirements (see related university policy, IV.05.06 Protection of Minors <https://policies.uoregon.edu/vol-4-finance-administration-infrastructure/ch-5-public-safety/protection-minors>).

Note: Students in educator licensure programs must ALSO complete background checks through TSPC in addition to completing the process outlined below.

Step	Who	What
1	Student	<p>Visit the Risk Management Services (RMS) website at www.riskmitigation.us/UOCOE to begin the process. The fee for this check is \$20.50 and payment is required before proceeding with the application itself.</p> <p>Click “Add to Cart” and submit payment by credit card or PayPal. You will receive a payment confirmation email for your records.</p> <p><i>Note: Fingerprints are not required to complete the background check through RMS.</i></p>
2	Student	<p>On the next screen, click the “Get Started” button and answer the questions as thoroughly as possible. Your payment confirmation email will also contain a link to the application page.</p> <p><i>Application Tips</i></p> <ul style="list-style-type: none"> • There are seven steps to proceed through the application, which consists of several pages of notices and authorizations with questions interspersed throughout. <i>Please read through the information completely.</i> • Most pages require you to check a confirmation box at the bottom before moving to the next step. • To move from page to page, click the “Submit” button at the bottom once you have entered your responses. • At the end of the application, please DO NOT click the “Save” button. This feature does not work correctly and will cause you to have to begin the process again starting immediately after payment. If this does happen, use the link you received by email to start again. <p>When you have fully completed the application, click the final “I Agree/Submit” button and wait for notification that your application has been submitted. You will also receive an email confirmation.</p>
5	RMS	<p>RMS will conduct the background check. Processing typically takes up to two weeks but may be longer in some cases. You will receive an email notification once the check has been completed.</p> <p>RMS will also notify the College of Education when your check is completed.</p>
6	COE	<p>The College of Education Field Services Team will update programs of new clearances weekly.</p> <p>NOTE: Students MUST clear the background check before beginning any course/program-required field experience and are expected to meet the volunteer requirements of the sites at which they are placed in addition to completing this check.</p>

Questions about background checks? Contact coeplacement@uoregon.edu.