CRIMINAL HISTORY BACKGROUND CHECK

Students who are required to go into daycare facilities, schools, hospitals or other community agencies, as part of their undergraduate program, must complete a background check before the College of Education and Human Sciences can place them in these facilities. The background check must be completed through the approved process (using OneSource) and other background checks cannot be substituted. This is required for all undergraduate and graduate students pursuing initial teacher certification, adding or renewing endorsements, conducting research in a facility, or simply job shadowing. It is also required as a part of admissions into the ROOTS program. The College of Education and Human Sciences will monitor student registration in specific courses that require background reports to be on file, before a student can proceed in the course.

The Nebraska Department of Education (NDE) is the governing body for all schools in Nebraska and the Department of Health and Human Services (DHHS) is the governing body for all early childhood centers. Please complete the background check as part of your admissions into the ROOTS program; the directions are outlined below. If you acquire a new charge or conviction after you have submitted a background check or self-disclosure report, you are obligated to immediately report this to the Indigenous Roots Teacher Education program or the Director of Professional Experiences, Dr. Sara Skretta, sskretta2@unl.edu.

HOW TO COMPLETE YOUR BACKBROUND CHECK

OneSource, The Background Check Company will conduct your review. The website to register for the background check is:

https://www.onesourcebackground.com

Directions for accessing the OneSource website:

Under Tools, click Students. On the page that opens, choose University of Nebraska at Lincoln. When the next screen opens click on CEHS Initial Entry to College, and then follow the question prompts to apply for the Criminal History Check. If you do not have a University of Nebraska ID number, then enter 99999999 in the "Department Field" on the application, or leave the field blank. UNL will automatically receive your report from OneSource once you have submitted and paid for the application.

You will receive an email receipt of your payment to OneSource.

Print two copies of the receipt you receive from OneSource. (The fee for OneSource will be between $25.00-$28). Send the receipt along with your application for the Indigenous Roots program and you will be reimbursed by the grant for this cost.