



NATIONAL
LOUIS
UNIVERSITY

ACCESS. INNOVATION. EXCELLENCE.

TEACHER EDUCATION PROGRAM CHECKLIST

STUDENT INFORMATION

NAME:

NLU ID:

NLU EMAIL ADDRESS:

REGISTRATION

The information shown below is required as part of the registration process to start your Teacher Education Program. You will need this paperwork to begin field experiences in your first course.

Detailed instructions are attached to this document.

Background Check

Please use the NLU UCIA Criminal Background Check Form (attached). **It is important to put your name as the agency, not NLU, and have results sent directly to you.**

TB Test

Certificate of Completion with the Department of Children and Family Services Mandated Reporter Training
(www.dcfstraining.org/manrep/index.jsp)

Prior to Student Teaching: PLEASE KEEP ORIGINAL DOCUMENTS TO PROVIDE TO SCHOOLS WHEN REQUIRED FOR OBSERVATIONS.

When you apply for Student Teaching: UPLOAD DOCUMENTS WITH ONLINE APPLICATION.

STUDENT TEACHING / FIELD EXPERIENCES APPLICATION DEADLINE

- Please contact Academic Advising to obtain or complete the online Student Teaching Application. *Be sure to submit the application to Academic Advising no later than the deadline specified for your program here:*

(<http://www.nl.edu/academics/colleges/nationalcollegeofeducation/studentteachingofe/deadlines/>)

Advising Office (main)
888-658-8632, option 2
Fax: 312-261-3044
advising@nl.edu



Office of Field Experiences

Field Experience Requirements (Observations, Practica, Internships, Student Teaching)

NLU requires all candidates in programs that include time spent in an Illinois school to have an Illinois State Police Criminal Background fingerprint check, a TB test, and a Certificate of Completion with the Department of Children and Family Services Mandated Reporter Training. A candidate with “no record,” a negative TB test, and a Certificate of Completion may be placed in a school.

The Illinois State Background check, TB test (Mantoux Method), and Certificate of Completion for Mandated Reporter training must be submitted to the Academic Advisor for forwarding to the Office of Field Experiences. **NLU collects all documents but students are responsible for submitting to schools or districts considering placement. Keep all originals with you when visiting schools.**

CRIMINAL BACKGROUND CHECK

- Criminal background checks must be completed after registering and within the first week of classes at NLU. Please use the NLU UCIA Criminal Background Check.
- Candidates cannot begin any field experience without a “passed” background check. Locations and fingerprinting times for Accurate Biometrics are posted on their website <https://www.accuratebiometrics.com/>
- Candidates are responsible for all fees and the results must be sent to the students' email or home address.
- A candidate may not be placed in any school if the background check determines that he or she has been convicted of criminal behavior that, by law, automatically prohibits him or her from attaining Illinois certification. The offenses that automatically prohibit certification include first degree murder, any Class X felony, juvenile pimping, soliciting a juvenile prostitute, exploitation of a child, obscenity, child pornography, criminal sexual assault, aggravated sexual criminal assault, criminal sexual abuse, aggravated criminal sexual abuse, some offenses set forth in the Cannabis Control Act, and some crimes defined in the Illinois Controlled Substances Act.
- Some school districts require their own or an additional background check prior to student teaching.
- In the event that no district will accept a student because of his/her criminal history, National Louis University will assist the student in choosing an alternative course of study.

Additional information can be found at:

<https://www.nl.edu/fieldexperiences/criminalbackgroundpoliciesandprocedures/>

TB TEST

- National Louis University (NLU) requires all candidates in programs that include time spent

in an Illinois school/child care program to have a TB Test completed no later than six (6) months prior to applying for any field experience.

- This test can be completed with a primary care physician or can be completed at many local pharmacies such as [Walgreens Health Care Clinic](#) and [CVS Minute Clinic](#).
- Results must be signed off on by a licensed medical person such as a Physician (Dr.), Nurse Practitioner or Physician Assistant (PA) at the location in which the test was given.
- Students are responsible for all fees associated with these tests.
- Candidates cannot begin any field experience without a “negative” TB Test result.
- In accordance with Illinois School Code (105 ICS5/24-5), a school district might require a physical examination by a licensed physician. Please check with your placement site prior to your field experience.

MANDATED REPORTER

- National Louis University (NLU) requires all candidates in programs that include time spent in an Illinois school/child care program complete the Illinois Department of Children and Family Services Online Training prior to applying for any field experience. This is a free, online training.
- To complete the training, please log on to: [Recognizing and Reporting Child Abuse: Training for Mandated Reporters](#)
- When creating an account for the online Mandated Reporter training, please answer the following questions with the responses below.
 - I work or volunteer in Illinois **YES**
 - Specify if you work/volunteer at the following (**check the appropriate box**)
 - ✓ An Illinois Catholic Diocese
 - ✓ Chicago Public Schools
 - ✓ An Illinois Higher Education Institution
 - Please list **National Louis University** as the employer and your **employee ID is your “N” number**.
- At the end of the training, please print out a copy of the Certificate of Completion. Keep a copy for your own professional records.

HEALTH INSURANCE

Many school districts require students to provide verification that they have health insurance before being allowed to student teach. As a result, National Louis University may not be able to identify a school placement for student teacher applicants who do not carry health insurance. If National Louis University students are in need of additional information regarding health insurance, information can be accessed here: <https://www.nl.edu/student-services/student-experience/student-wellness/health/>

Accurate Biometrics
4849 N Milwaukee Suite 101
Chicago, IL 60630

Phone 773-685-5699
Fax 773-685-5433
Web site: www.accuratebiometrics.com

National Louis University

UCIA

Thank you for choosing Accurate Biometrics for your fingerprinting needs.

PLEASE PROVIDE THE FOLLOWING INFORMATION (PLEASE PRINT CLEARLY)

Last name:

First name:

Middle Initial:

Daytime Phone:

Date of Birth:

Sex: (circle one) Male Female

(circle one)

Race: White Black Hispanic Asian American Indian/Alaskan Other

REQUESTOR INFORMATION

Name: _____ Agency Name: <not applicable>

Street Address: _____

City: _____ State: _____ Zip Code: _____

I, the undersigned, authorize Accurate Biometrics to capture and transmit my fingerprints and above-noted demographic data to the Illinois State Police. I understand that the Illinois State Police will return the results of the fingerprint search to the Requestor listed above.

Signature _____ **Date** _____

(Do Not Write Below This Line----For Office Use Only)

F.P. Tech: _____ TCN: _____

Date Fingerprinted: _____