

Official Notice to School of Education Students

Early, Middle, Montessori, Elementary, Reading, TESOL, Secondary, Special Education AND Educational Administration Programs

As a student in the School of Education, several documents are required for your participation in field experiences and observations. Those documents include a TB test, FBI/BCI background checks, and the AOR 105 form. The moral character statement should have been signed upon entry into the University. If you have not signed this form, please use the following link to sign. [Statement of Moral Character Link](#) If you have any questions, please contact the administrative assistant of your program. The School of Education is responding to University requirements and school districts' mandates with regard to these items.

Acquiring this documentation is your responsibility. You must be able to provide documentation to the school to which you are assigned and as part of the field requirement for the course. It may take several weeks to receive the results, so please be proactive in obtaining them before your field placement begins. Information regarding obtaining these documents is provided below.

**Please note that you must inform the program director, Director of the School of Education, and the Associate Dean of the College of Professional Sciences if your moral character statement or FBI/BCI status changes.*

Required Documents:

1. Tuberculosis Skin Test (PPD Skin Test)

TB tests are administered at Xavier University's McGrath Health Center or at your own physician's office. **You will need to ask for documentation** that indicates the date of the tests, the results, your signature, and the signature of the facility/person administering the test. Physicians have this form at their offices. We do not have these forms nor do we keep a copy of them in the School of Education. Please make a copy for your records. **This test must be completed on a yearly basis.**

2. BCI/Bureau of Criminal Identification and Investigation/ FBI Fingerprinting (completed on a yearly basis)**

Electronic fingerprinting can be completed at Xavier University Police Department. You may visit Xavier University's Campus Police website at <https://www.xavier.edu/police/webcheck-fingerprinting-services/index> for more information.

The cost is \$60 (subject to change), billed to your Bursar's account. You will need to supply your State ID and your Xavier University All Card.

You should have the results of your BCI/FBI fingerprinting sent to your program (if you have a question, please ask for assistance at the police station).

If you have fingerprinting completed at a **location other** than Xavier University, please verify that they will complete a BCI and FBI check. Both checks are necessary. Visit the Ohio Attorney General's website to find fingerprinting locations, visit: <http://www.ohioattorneygeneral.gov/Business/Services-for-Business/WebCheck/Webcheck-Community-Listing> or contact the BCI in London, Ohio at (740) 845-2375 for information regarding fingerprinting. NOORC & NCPAIVA are the codes required.

If you cannot use Xavier Police or a local facility, you may contact Castlebranch, a web-based software service, as an option to secure background check locations outside of Ohio and will serve as a repository for your required documents. Students will open an account and place your order with this service. **Go to <http://mycb.castlebranch.com>**

To set up your account in the top right corner click place order and type in the following code:
[XA07outofstatefp](#)

If obtaining background checks from locations other than the XU police department, please send results to:

ATTN: Renee Gosney
Xavier University
3800 Victory Parkway
Cincinnati, OH 45207-3224

The Ohio Department of Education will only accept electronic submissions of the results from the reporting agency.

- 3. AOR Form 105 - Student Internship** (AOR 105): Students must sign this form for all off-campus internships, field experiences and observations. This form needs to be completed **each semester** and for **all** field placements and school locations. You can list multiple locations on one form. To obtain the form click here - <https://www.xavier.edu/insurance/docs/waivers/AOR105.pdf>

**Due to the confidentiality of these documents, the results can be picked up in person, with a state or XU ID with your program director's administrative assistant in Hailstones Hall.

School of Education: Moral Character and BCI/FBI Policy

ADDITIONAL INFORMATION REGARDING THE SCHOOL OF EDUCATION AND THE REQUIREMENTS FOR THE BCI/FBI AND MORAL CHARACTER STATEMENT

- The candidate is required to undergo **annual** fingerprinting (FBI and BCI background checks) prior to all field observations and experiences, to continue in the program, and as part of the state licensing application process. In the event the candidate receives a report that indicates "may not be eligible or ineligible" on the background checks, the candidate must provide immediate written notification of this information to the program director, Director of the School of Education, and the Associate Dean of the College of Professional Sciences. In addition, the candidate should note that failure to disclose an act or event, failure to provide truthful and complete answers or failure to inform the program of any changes may result in revocation of admission to the program, disciplinary action by the program or refusal to grant a license by the State of Ohio. It is the candidate's responsibility to provide immediate written notification to the university addressed to the program director, the Director of the School of Education, the Associate Dean of the College of Professional Sciences, and the state of Ohio regarding his/her report and/or any changes in the status.
- In addition, upon entrance into the university and program, candidates in the School of Education are required to sign a "Statement of Moral Character" and submit the form to their programs. The "Statement of Moral Character" will be placed in the student's file in the program's office. The official form is required for admission into the program, all field observations and experiences, and state licensure. Candidates should note that failure to disclose an act or event, failure to provide truthful and complete answers or failure to inform the program of any changes may result in revocation of admission to the program, disciplinary action by the program or refusal to grant a license by the State of Ohio. It is the candidate's responsibility to provide immediate written notification to the university addressed to the program director, Director of the School of Education, and the Associate Dean of the College of Professional Sciences and the state of Ohio regarding his/her report and/or any changes in the status.