Background Checks

Education students at CSU need background checks at several points — before field experiences, when applying to the Teacher Education Program, and again for student teaching. Each stage has its own process. Find the instructions for your situation below.

Background Checks for Courses Before Admission to Teacher Education

When taking a course with field experience, you are required to obtain a $5.00 background check through the Columbus State University Police Department. To obtain a background check, please follow the process below:

- Pay for the background check online. If you need to pay in person, you can go to the Office of Student Accounts office in University Hall and pay your $5.00. After purchase, you will receive a receipt by email that you can provide to University Police so they can process the background check for you.
- Take the receipt to the University Police Office on main campus and complete the background check form. You may wait for the background check to process. The normal wait time is 15 minutes. Background checks are processed Monday – Friday, 8 a.m. to 6:30 p.m.

This background check is valid for two years or until you are ready to be admitted to the Teacher Education program. **DO NOT COMPLETE THIS LOCAL CHECK IF YOU ARE CURRENTLY APPLYING TO THE TEACHER EDUCATION PROGRAM.**

Important: Campus Police **does not** send the background checks to the CQTL office. You will need to email your completed background check along with your 909# to Ms. Lisa Cypert or bring it to the CQTL office in Frank Brown Hall, Room 1066.

Background Check for Admission to the Teacher Education Program

When applying to the Teacher Education Program, you are required to obtain a $5.00 background check through the Columbus State University Police Department. (MAT STUDENTS, if applicable, your Provisional Teaching Certificate / Clearance Certificate from GaPSC may be uploaded in place of a background check)

1. To obtain a background check, please follow the process below:
   a. Pay for the background check online. If you need to pay in person, you can go to the Office of Student Accounts office in University Hall and pay your $5.00. After purchase, you will receive a receipt by email that you can provide to University Police so they can process the background check for you.
   b. Take the receipt to the University Police Office on main campus and complete the background check form. You may wait for the background check to process. The normal wait time is 15 minutes. Background checks are processed Monday – Friday, 8 a.m. to 6:30 p.m.
2. If you are living outside of Columbus, you may check with your local Sheriff's office to see if they provide local background checks or use this FBI service. You must choose the online option or your background check results could be extremely delayed and put your ability to start required field placements at risk.
3. Once you receive your background check results, upload a copy to your TK-20 application.

Background Check for Student Teaching

When applying to student teach, a $5.00 background check through Columbus State University Police Department is required as part of your application. Follow the instructions for background checks before admission to Teacher Education.

Note: This background check will be turned in to Mrs. Kimberly Cason when you come in for your student teaching appointment.