

SUBMITTING YOUR CRIMINAL HISTORY REPORTS (CHR)

Safe Hiring Solutions

1-888-215-8296

[CLICK HERE TO REGISTER](#)

- Criminal History Reports (aka CHRs) must be obtained from Safe Hiring Solutions (aka SHS) unless you are an Early Childhood Education (ECE) major being placed in a Head Start setting (scroll down to read information about ECE majors and Dual majors near the bottom of this page).
- Please use either Google Chrome or Firefox to fill out your application. Both of these web browsers are compatible with Safe Hiring Solutions' program plus they both update automatically.
- The email address in the Applicant Details must be your personal email address and not your student email address for the college/university. If you do not have a personal email address, you can obtain a free g-mail address so this process can be completed.
- If you do not have a credit card and need to pay by check or other means, contact Safe Hiring Solutions at 1-888-215-8296 and they will assist you with alternate payment instructions.

After you complete the initial page of the application, you will receive 2 sets of 2 emails (4 total) within 48 hours. One set of 2 emails will come from orders@safehiringsolutions.com, and the other set of 2 emails will show up a few days later from KidTracks@dcs.in.gov. In both sets of emails, one email contains a link you click on to go in the application, and the other email is a password. You will need both sets of emails to complete both application processes.

The Department of Childhood Services (DCS) portion of your application must be filled out completely. Once you have completed this portion of the application, the DCS is allowed **10 days** for completion! The total process must be completed within 30 days or the report will be closed and an "alert" is listed for not completing the report in a timely manner.

Check your inbox including spam/junk files for these emails.

Don't forget to fill out and sign a [RELEASE FORM](#), too! (This form is also located on the website at the bottom of the CHR page.) Return the release form to the School of Education office in Neff Hall 250M, give to your instructor, or email to Natalie.Brewer@pfw.edu. This form is required for your criminal history report to be sent to your instructors or school districts for field or student teaching placements per FERPA regulations.

NOTE: Reports are valid for one year from the date you request the report and must be valid throughout the whole semester in which you have field experience. If your report becomes invalid after the start of the semester, you will be asked to obtain a new report.

ECE MAJORS AND DUAL MAJORS:

If you are an ECE major or dual major who is being placed in a Head Start setting, you must follow two different procedures because of having placements in both a Head Start setting and a public/private P-12 school district setting.

- For an early childhood (Head Start) setting experience, please see [these instructions](#) on how to obtain the National Criminal History Check through MorphoTrust. These reports will go directly to the FSSA.
- For a field experience or student teaching experience in a public/private P-12 school district, click on the Safe Hiring Solutions link above. This report includes a Federal District Courts search.