Early Childhood Education

National Criminal History Fingerprint Check Procedures for Field and Practicum Experiences

Prior to starting a placement in any childcare program, the student must complete a national fingerprint check by registering with MorphoTrust (https://in.ibtfingerprint.com/) and submitting finger scans, to allow for a check of the FBI national database.

Directions

- Go to MorphoTrust (https://in.ibtfingerprint.com/)
- Select agency name "Family and Social Services Administration"
- Select application category "child care center volunteer" (because all of these are non-paid experiences).
- Continue with prompts and pay (~$40).

Keep a copy of the receipt issued by MorphoTrust at the time that fingerprints are submitted. You will provide your field/practicum child care center or preschool program a copy of this receipt as documentation that you have submitted to the national fingerprint check. The fingerprint checks will be good for 3 years from the date of the receipt or until you are hired as a paid employee of a child care program or you are no longer enrolled in the educational program, whichever occurs first. Therefore, you MUST retain you copy of their receipt from MorphoTrust and submit to each child care program to which you are assigned for a field experience or practicum.

Negative Report

Other background checks will be conducted by the child care center, per state law via the Bureau of Child Care (BCC). If any potentially prohibited criminal history hits are identified on a student from any of the three databases, they will notify the early childhood program. The child care center will notify the educational institutional (PFW) if any practicum student has a DISQUALIFYING CONDITION from one or more of the databases. A student in that situation will probably be removed from the child care center – see PFW's Behavioral Review Policy for potential consequences. In general, however, this may prevent the student from completing the BS in ECE or the Dual Licensure program.

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