

George Mason University

College of Education and Human Development

Background Checks for Students in Applied Practical/Professional Experiences

All Virginia public school divisions are required by state code to complete fingerprint and background checks on their employees. Many other settings such as community agencies or other private entities are also beginning to require similar background checks for students engaged in applied professional and licensure experiences such as field experiences, clinical practices, and or internships. However, Virginia colleges and universities, including George Mason University, are not required by state code to mandate background checks of their teacher education candidates and other school and or community agency interns as a condition for admission or participation in clinical practice experiences in the PREK-12 schools.

In an effort to inform candidates and interns of the public school division and other community agency requirements of entry fingerprinting and background check requirements, GMU College of Education and Human Development in collaboration with the Mason Legal Services and Human Resources Department recommend that candidates entering state approved licensure programs be proactive in obtaining background checks **prior** to applying for their applied professional experiences. This can be accomplished by using our GMU vendor HireRight, a proven resource provider, to secure a confidential background check. Taking this step prior to an assignment in a school or other agency will allow time to address any part of the background check that would be discovered when completing a required background check completed by a school or community. The cost of this voluntary background check ranges from \$43.00 - \$65.00 and is the sole responsibility of the student.

How to obtain a background check:

1. Complete the Human Resources disclosure form (Be sure to complete the form electronically and include a handwritten signature)
2. Turn in completed form to Human Resources by fax, email, mail, or in person.

Address: 4441 George Mason Blvd, University Hall, MS 3C3, Fairfax, VA 22030

Email: [bkground@gmu.edu](mailto:bkground@gmu.edu)

Fax: 703-993-4275 or 703-993-2601

3. Once HR submits your name and email into the HireRight system, you will receive an email with instructions on how to complete your background investigation (remember your user name and log in to review the results). Results will be available in approximately 48 to 72 hours to Human Resources.

4. An email will be sent from [bkground@gmu.edu](mailto:bkground@gmu.edu) notifying you of the completion of your background check and the final amount due.
5. Stop by Human Resources with a check made out to GMU to pay for your background check and receive your results.

We hope this information and resource provides a helpful service to our candidates and interns for successful applied professional experiences. For additional information and or questions, please contact Joyce Dantzler, CEHD Coordinator of School Relations at 703-993-5101 and/or Christine Harchick, GMU Background Check Assistant at 703-993-3991.