

Background Check Procedures for Student Teaching and Praxis

PRAXIS test instructions

Music Education majors are encouraged to take the PRAXIS II Music: Content Knowledge Test (Test # 5113) immediately following Instrumental or Choral Music Methods and completed prior to student teaching.

Make sure to send a copy of your results to the University of Utah **AS WELL AS THE STATE OFFICE OF EDUCATION** and keep one for your records. There is a small window of time when the test results are made available online, so the faculty suggests you print the results and save them to multiple places. When you request licensure, you will be asked for a copy of these results.

You will be asked for the **3-page test results**, and these must be submitted to Dr. Ely, Dr. Mercado or Dr. Rawlings when you apply for licensure/certification. Save these! Go to www.ets.org Click on Praxis In the “For Test Takers” box, click on “register for a test” This will give you information about the computer-based and paper-based tests and how to register. Follow the instructions and register for the test. RA4853 is the code for University of Utah. Enter this to make sure your results get here.

To initiate the background check process:

- a. Go to www.utah.gov/teachers
- b. Select “Background Check” application and follow the prompts.
- c. Select “Initial Licensure” and later, select “Live Scan” method for the fingerprinting process.

Note that on the page after you enter your Social Security number, you will get a message that reads "We were unable to locate a matching record in CACTUS. . ."

Read the rest of the message carefully, and then press "Continue" to register for a CACTUS ID. Continue to follow the prompts.

- d. Pay the \$40 processing fee (credit card only).
- e. Be sure to click on “Generate Form.” **Print that form and take it with you to:**
BCI – Bureau of Criminal Identification, 3888 West 5400 South, Salt Lake City, Utah 84129 (see pg. 2 of this handout for map), 801-965-4445. Hours:
Monday – Friday 8am to 5pm.

Your results will not be sent to USOE if you fail to bring your form to the fingerprinting site.

f. An additional charge of \$15 must be paid at BCI to complete your fingerprinting. Bring receipt of this payment to class to show that you have completed this process.

g. Your Background check is good for three years.

h. Background check status will be recorded by University of Utah music education faculty, and your status will be available to instructors of your future field-based classes, so you will not have to complete the background check more than once within a three-year period.

IMPORTANT:

You only have 30 days from the time you log into the USOE system to take your form to the BCI site and get your prints taken. If you do not complete the process within the 30-day time limit, you will be taken out of the USOE system and will have to repay the fees.

If you do not pass the background check, you cannot complete the field requirements of this course.

Bureau of Criminal Identification

BCI is located about a block west of the Bangerter Highway on 5400 South. BCI is in a one-story brick building behind the McDonalds.

BCI's office hours are 8:00 am to 5:00 pm, Monday through Friday. (Closed weekends and state holidays.)

