



NATIONAL  
LOUIS  
UNIVERSITY

ACCESS. INNOVATION. EXCELLENCE.

## NCE MAT TEACHER PREPARATION PROGRAM CHECKLIST

### REGISTRATION

The information shown below is **required** as part of the registration process to start your Teacher Preparation Program. **You will need to complete these requirements to begin field experiences in your first course.**

*Detailed instructions are attached to this document.*

- Criminal Background Check through Accurate Biometrics**
  - Please use the NLU UCIA Criminal Background Check Form (attached).
  - **It is important to put *your name* as the 'Agency', not NLU, in the form as well as have results *sent directly to you*, not NLU.**
  
- TB (Tuberculosis) Test**
  
- Certificate of Completion with the Department of Children and Family Services Mandated Reporter Training ([www.dcfstraining.org/manrep/index.jsp](http://www.dcfstraining.org/manrep/index.jsp))**

**Prior to Student Teaching:** KEEP ORIGINAL VERSIONS OF THE ABOVE DOCUMENTS TO PROVIDE TO SCHOOLS (MAY BE REQUIRED FOR OBSERVATIONS).

**When you apply for Student Teaching:** UPLOAD THESE DOCUMENTS WITH YOUR APPLICATION (see below)

### STUDENT TEACHING / FIELD EXPERIENCES (APPLICATION DEADLINE)

- Contact your NLU Academic Advisor to obtain the link to and complete the required online Student Teaching Application in order for the Office of Field Experience to find you a placement site. *Be sure to submit the application to your Advisor no later than the deadline specified for your program here:*

<http://www.nl.edu/academics/colleges/nationalcollegeofeducation/studentteachingofe/deadlines/>

### CONTACT

If you have any questions, please contact the NLU Advising Office:

advising@nl.edu  
Phone: 888-658-8632, option 2  
Fax: 312-261-3044



---

**Office of Field Experiences**

**Field Experience Requirements (Observations, Practica, Internships, Student Teaching)**

NLU requires all candidates in programs that include time spent in an Illinois school to have an Illinois State Criminal Background Check, a TB test, and a Certificate of Completion with the Department of Children and Family Services Mandated Reporter Training. A candidate with “no record,” a negative TB test, and a Certificate of Completion may be placed in a school.

The Illinois State Background check, TB test (Mantoux Method), and Certificate of Completion for Mandated Reporter training must be submitted to the Academic Advisor for forwarding to the Office of Field Experiences. **NLU collects all documents but students are responsible for submitting to schools or districts considering placement. Keep all originals with you when visiting schools.**

**CRIMINAL BACKGROUND CHECK**

- Criminal background checks must be completed after registering and within the first week of classes at NLU. Candidates cannot begin any field experience without a “passed” background check. Use the NLU UCIA Criminal Background Check form at the end of this packet.
- Locations, appointments times, and additional directions for completing a background check with Accurate Biometrics are posted on the company’s website at <https://www.accuratebiometrics.com/>
- Candidates are responsible for all fees and the results must be sent to the students' email or home address.
- A candidate may not be placed in any school if the background check determines that he or she has been convicted of criminal behavior that, by law, automatically prohibits him or her from attaining Illinois certification. The offenses that automatically prohibit certification include first degree murder, any Class X felony, juvenile pimping, soliciting a juvenile prostitute, exploitation of a child, obscenity, child pornography, criminal sexual assault, aggravated sexual criminal assault, criminal sexual abuse, aggravated criminal sexual abuse, some offenses set forth in the Cannabis Control Act, and some crimes defined in the Illinois Controlled Substances Act.
- Some school districts require their own or an additional background check prior to student teaching.
- In the event that no district will accept a student because of his/her criminal history, National Louis University will assist the student in choosing an alternative course of study.

Additional information can be found at:

<https://www.nl.edu/fieldexperiences/criminalbackgroundpoliciesandprocedures/>

## TB (Tuberculosis) Test

- National Louis University (NLU) requires all candidates in programs that include time spent in an Illinois school/child care program to have a TB Test completed no later than one (1) year or 12 months prior to applying for any field experience.
- This test can be completed with a primary care physician or can be completed at many local pharmacies such as [Walgreens Health Care Clinic](#) and [CVS Minute Clinic](#).
- Results must be signed off on by a licensed medical person such as a Physician (Dr.), Nurse Practitioner or Physician Assistant (PA) at the location in which the test was given.
- Students are responsible for all fees associated with these tests.
- Candidates cannot begin any field experience without a “negative” TB Test result.
- In accordance with Illinois School Code (105 ICS5/24-5), a school district might require a physical examination by a licensed physician. Please check with your placement site prior to your field experience.

## MANDATED REPORTER

- National Louis University (NLU) requires all candidates in programs that include time spent in an Illinois school/child care program complete the Illinois Department of Children and Family Services Online Training prior to applying for any field experience. This is a free, online training.
- To complete the training, please log on to: [Recognizing and Reporting Child Abuse: Training for Mandated Reporters](#)
- When creating an account for the online Mandated Reporter training, please answer the following questions with the responses below.
  - I work or volunteer in Illinois **YES**
  - Specify if you work/volunteer at the following (**check the appropriate box**)
    - ✓ An Illinois Catholic Diocese
    - ✓ Chicago Public Schools
    - ✓ An Illinois Higher Education Institution
  - Please list **National Louis University** as the employer and your **employee ID is your “N” number**.
- At the end of the training, please print out a copy of the Certificate of Completion. Keep a copy for your own professional records.

## HEALTH INSURANCE

Many school districts require students to provide verification that they have health insurance before being allowed to student teach. As a result, National Louis University may not be able to identify a school placement for student teacher applicants who do not carry health insurance. If National Louis University students are in need of additional information regarding health insurance, information can be accessed here: <https://www.nl.edu/student-services/student-experience/student-wellness/health/>

Accurate Biometrics  
4849 N Milwaukee Suite 101  
Chicago, IL 60630

Phone 773-685-5699  
Fax 773-685-5433  
Web site: [www.accuratebiometrics.com](http://www.accuratebiometrics.com)

## National Louis University

### UCIA

Thank you for choosing Accurate Biometrics for your fingerprinting needs.

PLEASE PROVIDE THE FOLLOWING INFORMATION (PLEASE PRINT CLEARLY)

Last name:

First name:

Middle Initial:

Daytime Phone:

Date of Birth:

Sex: (circle one)    Male    Female

(circle one)  
Race:    White    Black    Hispanic    Asian    American Indian/Alaskan    Other

#### REQUESTOR INFORMATION

Name: \_\_\_\_\_ Agency Name: <not applicable>  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

I, the undersigned, authorize Accurate Biometrics to capture and transmit my fingerprints and above-noted demographic data to the Illinois State Police. I understand that the Illinois State Police will return the results of the fingerprint search to the Requestor listed above.

Signature \_\_\_\_\_ Date \_\_\_\_\_

(Do Not Write Below This Line--- For Office Use Only)

F.P. Tech: \_\_\_\_\_ TCN: \_\_\_\_\_

Date Fingerprinted: \_\_\_\_\_