

Northwest Criminal Background Check Process

Course Gateways:	Practicum courses (Must complete a background check for any course that requires a field experience)	Student Teaching Courses	Certification
Register:	Online Registration through the Family Care Safety Registry (FCRS)	Online registration with MACHS (www.machs.mo.gov)	Online registration with MACHS (www.machs.mo.gov)
Type of Background Check:	Family Care Safety Registry Check	FBI/Highway Patrol Background Check	FBI/Highway Patrol Background Check
Cost:	One-time registration fee of \$15.25 (\$14.00 plus a \$1.25 processing fee)	Total cost for a complete background check is \$41.75 per applicant	Total cost for a complete background check is \$41.75 per applicant
How the background check is paid:	Student must pay with a debit or credit card	Student pays from own funds	Student pays from own funds
Timeline:	Student should register with the FCRS by the end of the first week of classes; will be completed during the first two weeks of class	Information will be given at Opening Meeting for Student Teachers; Will be completed prior to student beginning student teaching experience	Results will be available on your DESE profile.
Follow through:	Student must submit verification of their FCSR registration to the TESS Office; The TESS Office will cross reference with a list of students enrolled in practicum courses.	Results will be available on your DESE profile	None
Results sent to:	TESS Coordinator	Student teacher; The student teacher should then give a copy of the letter received to the Field Experiences Director	DESE
If check/record shows a problem:	TESS Coordinator notifies COTE Chair, Chair calls meeting of Ad-hoc group Teacher Education Guidance Committee	Field Experiences Director notifies COTE Chair, Chair calls meeting of Ad-hoc group Teacher Education Guidance Committee	Certification Officer notifies COTE Chair, Chair calls meeting of Ad-hoc group Teacher Education Guidance Committee