

Arkansas State Police, FBI and Child Maltreatment Registry Background Check Procedures

Arkansas State Police, FBI, and Child Maltreatment Central Registry background checks are required for all students who will be participating in school observation, practicum, student teaching, and internship. These checks must also be completed for first-time licensure and all renewals. Teacher Criminal Background Checks must be completed and posted on ADE's website (<https://adeaels.arkansas.gov>) by the program-specified deadline. (Please see your program for specific deadlines.)

Background checks are **valid for one year**. If they expire prior to getting recommended for your teaching license they must be completed again. December graduates are recommended for licensure late January/February. Spring graduates are recommended for licensure late June/July.

*Arkansas State Police and FBI background check forms can be obtained in 338 Graduate Education Building or through the Office of Educator Licensure at the ADE.

**Link to Child Maltreatment Registry Form:

http://www.arkansased.org/public/userfiles/HR_and_Educator_Effectiveness/HR_Educator_Licensure/Central_Registry_Form_2013.pdf

1. Take fingerprint card, Arkansas State Police background check form, & Child Maltreatment form to UAPD.
 - a. Fingerprinting costs \$5 and must be exact cash or check ONLY.
 - b. Complete the personal information boxes on the fingerprinting form and sign fingerprinting form before visiting UAPD.
 - c. Background Check and Child Maltreatment forms can be notarized at UAPD during fingerprinting. DO NOT sign these forms until they are notarized. If you sign these forms before they are notarized, you will have to get a new form to complete.
 - d. UAPD offers fingerprinting Tuesdays and Thursdays from 1:30-4:30pm.
2. Send fingerprint card and Arkansas State Police background check form to Arkansas State Police.
 - a. Include 2 checks or money orders made out to Arkansas State Police: one for \$16.50 and one for \$25.00. Do not send cash!
 - b. Send form, fingerprint card, and check or money order to:
Arkansas State Police, Identification Bureau, #1 State Police Plaza Drive, Little Rock, AR 72209
3. Complete Arkansas Child Maltreatment Central Registry Form
 - a. Complete form and include check or money order made out to Department of Human Services for \$10.00. Do not send cash!
 - b. Send form and check or money order to:
Arkansas Department of Human Services, PO Box 1437, Slot S 566, Little Rock, AR 72203

For more information:

Dr. Myra Haulmark
haulmark@uark.edu
Assistant Director of Teacher Licensure
College of Education & Health Professions
University of Arkansas
338 Graduate Education Building
Fayetteville, AR 72701
Phone: [\(479\) 575-6740](tel:(479)575-6740)
Fax: (479) 575-8797

Arkansas Department of Education
4 Capitol Mall
Little Rock, AR 72201
501-682-4342
<http://www.arkansased.org>