Background check requirement for field experience courses

Before any teacher candidate can enter a Georgia public school for field experience, he or she must pass a background check. Individuals wishing to take EDUC 2130, which has a field experience requirement, must complete a background check which will be ran through Armstrong. Individuals who have been accepted (or are applying) for candidacy do this through an application for a pre-service certificate, which includes initiation of a background check and verification of lawful presence in this country.

Instructions for EDUC 2130 students on the first day of class:

1. Complete a background check form (bring to class)
2. Pay $6.50 (check or money order; no cash) for the background check. Checks and money orders made payable to Armstrong State University (bring to class)
3. Turn in the completed background check form and payment to the College of Education (COE) representative (during first day of class)

Instructions for individuals accepted (or applying) for candidacy:

1. Complete the pre-service certificate application (attached) to initiate the free background check
2. Complete the Georgia Bureau of Investigation consent form (attached)
3. Secure a document that confirms lawful presence in the U.S.
4. Sign the affidavit (attached) and get it notarized
5. Submit the complete pre-service certificate package (application, completed consent form, notarized affidavit and copy of the identification presented to the notary public) to COE Student Services (University Hall, Room 252)

In the pre-service certificate application, in the Personal Affirmation section, attach supporting documents for any “Yes” responses. On the Georgia Bureau of Investigation consent form, you should not check any purpose code.

Submit these items, which are required by the GaPSC, to the COE. Do NOT send these documents directly to the GaPSC.

Teachers of record with a provisional certificate already have a pre-service certificate and are not required to submit any items.