Fingerprinting is required by all Education majors prior to taking your first Education course!

All teacher candidates (including elementary education, early childhood/sped, physical education, secondary education, and special education must be fingerprinted by the Kane County Regional Office of Education. This requirement fulfills federal and state laws for anyone entering public or private school facilities. Each school district may have specific requirements that teacher candidates will need to address during field experiences. The School of Education and the Office of Field Experiences will provide specific information when it is needed.

The fingerprinting process is as follows:

- Access the website for the Kane County Regional Office of Education (KCROE) at [www.kaneroe.org](http://www.kaneroe.org) and click on schedule a fingerprinting appointment. The address of the Kane County ROE is: 28 N 1st St., Geneva, Illinois 60134. There are also directions on the website for your review.
- You must bring a photo identification (driver’s license or other state issued identification) with you to the KCROE fingerprinting appointment.
- At the appointment, the teacher candidate will complete a release of information form (Aurora University students will obtain the form at the ROE office). On the application form, you will check release the fingerprint information to: West Aurora District #129, East Aurora School District #131, and Holy Angels.
- You will complete an electronic fingerprinting procedure that will obtain reports from the Illinois State Police and FBI Criminal Background Checks.
- Be prepared to pay Kane County Regional Office of Education $40.00 for this service. Cash and debit/credit cards are acceptable. NO CHECKS ARE ACCEPTED.
- The process will take about 10-15 minutes.
- Retain the white copy of the form titled, “Kane County Regional Office of Education Fingerprint Authorization & Release” and return the form to Coordinator of Professional Educator Initial Licensure Program (Institute 222) as evidence you have completed the Criminal Background Check/Fingerprint process.
- Failure to comply with these directions may result in being dropped from your courses or being denied for a field placement.

**Student Teaching or Other Placements Outside of Kane County May Require Additional Fingerprinting**

Teacher candidates placed in schools outside of Kane County will be contacted by the Office of Field Experiences to inform you of the procedures required by the school district in which a placement is considered. Each district creates a policy regarding background checks and other requirements that must be completed by student teachers or other field placements. The additional fingerprinting will be at teacher candidate expense.
Registries Checked

As part of the Professional Educator Initial Licensure Program, two databases are also checked for offenses. These databases are the Dru Sjodin National Sex Offender database and the Illinois State Police Murderer and Violent Offender Against Youth database. Any identified offenses will result in removal from the program.

TB TEST (Tuberculosis Skin Test also known as TB, PPD, or Mantoux)

All teacher candidates are required to submit the result of their TB test to Coordinator of the Professional Educator Initial Licensure Program. The location is in Institute for Collaboration 222. Make an appointment with your physician and/or clinic. This is a two step process so you will need to plan ahead. It takes several days to complete and get the required paperwork. **PLACEMENTS WILL NOT BE APPROVED UNTIL THE CRIMINAL BACKGROUND CHECK IS ACCEPTABLE TO THE SCHOOL DISTRICT. DO NOT DELAY TO MEET THESE REQUIREMENTS WHEN NOTIFIED! YOUR LACK OF RESPONSE MAY CAUSE YOUR FIELD EXPERIENCES TO BE DEFERRED TO A LATER SEMESTER!**

Criminal Background Check/Fingerprinting Check Policy

Individuals seeking a Professional Educator License including endorsements in teaching, school service personnel or administration in the State of Illinois are advised certain offenses may prohibit licensure and/or employment in Illinois or other private or public schools. Offenses on a candidate’s CBC record that automatically prohibit field placement are the same as those that prevent Professional Educator Licensure. They 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 criminal sexual 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. Other offenses considered minor may also prohibit a field placement and the hosting field site retains the right to make a final determination whether the candidate may be placed at that setting. Aurora University and the School of Education do not guarantee candidates will be eligible to continue toward completion of their respective programs and/or obtain a Professional Educator License upon graduation. If a field site denies placement and/or removes a candidate from a placement because of major or minor offenses found on the CBC, there will be no other attempt to find an alternate placement. It is the responsibility of the candidate to examine school code requirements regarding licensure and/or employability and candidates will be encouraged to seek legal counsel concerning offenses. Once the candidate submits to a follow-up CBC check and provides evidence the offense has been expunged; then and only then will an attempt be made to find a field site placement.

If you have further questions about the above referenced requirements, you may contact Pennie Gaither at 630-844-3858 or pgaither@aurora.edu