

Hope College Teacher Education Program

Consent for Criminal Background Check and Applicant Statement Regarding Criminal History

1. Name (Please Print): _____
First Middle Last
2. Student ID Number: _____
3. Statement Regarding Criminal History:

		Yes	No
a.	Have you ever been convicted of or pled no contest to a felony or misdemeanor?		
b.	Do you currently have any charges pending?		
c.	Have you ever had a teaching certificate or other professional license denied, revoked, nullified, or surrendered?		

If you answered **Yes** to any of the above questions, you will need to do the following:

- Ã Make an appointment with the Chair of the Education Department and Director of Certification.
- Ã Submit a copy of the Judgment of Sentence or Register of Actions from the court to the Director of Certification.
- Ã Submit a typed letter (dated and signed) addressed to the Michigan Department of Education (which includes all the information listed below) to the Director of Certification:
 - 1) Name and current address
 - 2) Social Security number
 - 3) Full date of birth
 - 4) Date of conviction
 - 5) Name and location (of the courthouse) where the conviction took place
 - 6) Circumstance/letter of explanation regarding the conviction
 - 7) Any information the candidate wishes to have accompany the recommendation (including what the candidate learned from the experience)

Recommendations for a teaching certificate from colleges/universities are handled separately by the Michigan Department of Education (MDE) for candidates with a conviction. If the conviction is judged by the MDE to not adversely affect the candidate's suitability to teach, s/he will receive an invoice for the certification fee and subsequently a teaching certificate once payment is received. If the conviction is deemed to require additional review, the candidate will receive correspondence from the MDE for a compliance conference. This process may delay or even prevent teacher certification for the candidate.

4. Understandings and Agreements
 - a. I understand that I will be asked to consent and submit to the performance of a criminal background check during the semester prior to student teaching.
 - b. I understand and agree that, if the criminal background check does not confirm the statements above (3a-3c), my acceptance in the Hope College Teacher Education Program will be rescinded unless and until I can prove that the information is incorrect.
 - c. I further understand that an individual who knowingly provides false information regarding criminal conviction in this statement may be subject to civil or criminal penalties.

Signature: _____ Date: _____