UK College of Education

INSTRUCTIONS
Background Check for Supervising Field Placements in *Fayette Co. Public Schools (FCPS)

1. **Register as a contractor** through the FCPS website: https://dna.fcps.net/contractors
   a. Select "Login as guest" to initiate the process.
   b. Note your Contractor ID # in case you need it later.
   c. Completing the contractor form is required for FCPS photo ID badge issuance.

2. **Order a Child Abuse and Neglect (CAN) registry check** online (see **p.2**). **$10.00**
   a. Make sure you send a copy of your order confirmation to fcpsappcenter@fayette.kyschools.us.
      - *You will also need to submit a copy of the order confirmation to Martin.Mills@uky.edu when you submit your reimbursement request, so don't delete it from your inbox.*
   b. When your results are available, forward them to fcpsappcenter@fayette.kyschools.us within 30 days.
      - Martin Mills at UK does NOT need your results.

3. **Schedule a fingerprint appointment** through IdentoGO (see **p.3**). **$51.25**
   a. KEEP YOUR RECEIPT which shows the date of service and the amount you paid.
      - You will need to submit your receipt to Martin Mills with the rest of your reimbursement request materials.
   b. The results will be sent to Fayette County Public Schools.
      - Martin Mills at UK does NOT need your results.

4. **Schedule an appointment to have your photo taken** for your FCPS ID badge.
   a. https://calendly.com/fcpshumanresources/hr-appointment?month=2021-08
   b. Take your driver's license with you to your photo appointment.
   c. You will be notified when your badge is ready to be picked up.

5. **Complete the reimbursement request forms on p.4-5**, and submit to Martin.Mills@uky.edu with a scan or photo of your fingerprint receipt **and** CAN check receipt so he can initiate the reimbursement process through our college finance team.
   a. Both receipts should show your name, the amount of money paid, and the date you paid.
   b. For the "detailed description of the business purpose" on p.5, write something like:
      "In order to conduct site visits at area Fayette County Public Schools for the purpose of observing UK College of Education students in their field placements, I was required to pay for and complete a mandatory background check process, pursuant to KRS 160.380."
   c. Just to reiterate, Martin does NOT need the actual results of your background checks.
   d. **If you don't already have a UK employee vendor number, you may be asked to fill out an extra form.**

* If you have supervisory assignments in multiple districts or private schools, you may have to repeat some or all of this process for each district; at this time we hear the districts are no longer releasing results to applicants for submission to other districts.

The CAN check must be ordered, AND you must submit your fingerprints BEFORE you can visit the schools.

<u>Criminal Abuse and Neglect Registry requirements (FCPS)</u>

Go to the KY Online Gateway and follow the steps below: https://ssointernal.chfs.ky.gov

1. Register on the Online Gateway website: https://ssointernal.chfs.ky.gov
   a. Select "Create Account"
   b. Enter your information including a valid email address
   c. Check your email for the "Account Verification" email from KOG
   d. Click the link to verify your email and log in using the email address and password you created
2. Click the letter "C" and select the CAN Payment and Verification ENROLL button
3. Open the "Form" dropdown at the top of the page and select "Central Registry Check (DPP-156)"
4. Enter all required information
   a. For the type of request being made, select "Public School Employee, Student Teacher, Contractor, or School-Based Decision-Making Council Member (Required by KRS 160.380)"
   b. Enter your personal information
      i. Date of hire will be start date (if known) or today's date
   c. Enter your current address and any other addresses for the last 5 years
   d. Check the box authorizing sharing of the results
      i. Enter Fayette County Public Schools in the name field and fcpsappcenter@fayette.kyschools.us in the email field. Address is not required.
      ii. You should see a green line "Employer email address exists in the system"
5. Upload a copy of your driver's license or SSN card
   a. You can scan the document or take a picture of it
   b. Type the name of the document you will be uploading (SSN or Driver's License)
   c. Click "Choose File" to select the file
   d. Click "Upload"
6. Click "Submit"
7. Select Pay by credit/debit card and click "Proceed to E-Sign"
8. Click "Sign & Pay"
9. Enter Credit Card information and click "NEXT"
10. Click "PAY NOW"
11. Send your confirmation page to fcpsappcenter@fayette.kyschools.us as evidence of completion (will change your employment/contractor status to "approved pending results").
12. Keep a copy of the order confirmation email showing your name, the amount paid, and the date ordered, to submit with your reimbursement request.
13. When your results are available, download and send via email to fcpsappcenter@fayette.kyschools.us within 30 days

For questions on how to submit a request in the CAN Payment and Verification database, please contact Records Management at 502-564-3834 for Central Registry Check (DPP 156) related issues. If you are unable to access the database or receive an error message, please contact the help desk at 877-545-6175.

IdentoGO®

Fingerprint Service Code Form

Service Name:

To Schedule your ten-minute fingerprint appointment, simply visit
https://uenroll.identogo.com and enter the following Service Code

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Service Code is unique to your hiring/licensing agency. ***Do not use this code for another purpose****.*

When prompted, please select the following occupation: _____

Please bring one of the identification documents from the list below to your enrollment appointment. Identification must be valid, not expired, and contain a photograph of the applicant.

- ➢ Driver's License issued by a State or outlying possession of the U.S.
- ➢ Driver's License PERMIT issued by a State or outlying possession of the U.S.
- ➢ Driver's License PAPER/TEMPORARY issued by a State or outlying possession of the U.S.
- ➢ Enhanced Driver's License (EDL)
- ➢ Commercial Driver's License issued by a State or outlying possession of the U.S.
- ➢ Commercial Driver's License PERMIT issued by a State or outlying possession of the U.S
- ➢ ID card issued by a federal, state, or local government agency or by a Territory of the United States
- ➢ Enhanced Tribal Identification Card (for federally recognized U.S. tribes)
- ➢ Department of Defense Common Access Card
- ➢ Uniformed Services Identification Card (Form DD-1172-2)
- ➢ U.S. Military Identification Card
- ➢ U.S. Coastguard Merchant Mariner Card
- ➢ Military Dependent's Identification Card
- ➢ U.S. Passport
- ➢ Foreign passport
- ➢ Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- ➢ Employment Authorization Card/Document (I-766) that contains a photograph
- ➢ Canadian Driver's License
- ➢ Foreign Driver's License (Mexico and Canada Only)
- ➢ U.S. Visa issued by the U.S. Department of Consular Affairs for travel to or within, or residence within, the United States

Name Linking Documents (only needed if name on identification does not match name in registration):

- ➢ Original or Certified Copy of a Court Ordered Name Change Document (to include marriage certificates and divorce decrees)

Juveniles
- ➢ Approved Documents list as shown above; or
- ➢ Photo ID Waiver for Minors (Only needed in special circumstances)
  - o Required Secondary document if Photo ID Waiver for Minors is selected (only needed in special circumstances)
    - ▪ Birth Certificate bearing an official seal (or certified copy) issued by State, county, municipal authority (or outlying possession of the U.S)
    - ▪ Social Security Card

Don't have access to the Internet? You can still schedule an appointment by calling 844.543.9714.

REQUEST FOR REIMBURSEMENT
Background Checks for Supervising Field Placements in Schools

In order to conduct site visits at area schools for the purpose of observing UK College of Education students in their field placements, you must complete a background check process, as mandated by KRS 160.380.

By signing this form, you confirm that you have submitted fingerprints for a national and state criminal history background check and ordered a Child Abuse and Neglect (CAN) registry check through the Commonwealth of Kentucky Cabinet for Health and Family Services, as mandated by KRS 160.380.

Check the items for which you are requesting reimbursement:

☐　　　Fingerprinting for background check　　$51.25

☐　　　CAN Registry Check　　　　　　　　$10.00

UK ID# _____

Printed Name　　_____

Signature　_____

UNIVERSITY OF KENTUCKY
Request for Employee Reimbursement and Invoice (Other than Travel Expenses)

Employee Information		Department Information	
UK Person ID#:		Dept. Name:	
Name:		Contact Person:	
Address 1:		Address 1:	
Address 2:		Address 2:	
Address 3:		Phone #:	
City/State/Zip:		Email:	

Date of Expense	Please provide a detailed description of the business purpose of each expense, provide a complete explanation of why personal funds were used in lieu of the standard University procurement process (Procurement Card, Purchase Order or PRD) and attach an itemized receipt for each expense	Amount
	Total Reimbursement Amount	

I certify that the expenses listed above were incurred on behalf and exclusively for the benefits and business purpose of the University of Kentucky.

Employee's Signature _____   Date _____

To select the appropriate method for reimbursement, (SRM Requisition/Purchase Order or Payment Request Document) please refer to the Purchasing/AP Quick Reference Guide.
http://www.uky.edu/Purchasing/docs/quickrefguide.pdf

For Reimbursement by SRM Requisition/Purchase Order this form much be transmitted to the Accounts Payable Department via a Vendor Invoice and Credit Memo Transmittal.
http://www.uky.edu/eForms/forms/vendtrans-sap.pdf

For Reimbursement by Payment Request Document (PRD) this form must be attached to the PRD as part of the supporting documentation.
http://www.uky.edu/Purchasing/docs/quickrefguide.pdf