

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. **\$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. **\$53.25**
 - 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/fcphumanresources/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** 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”, 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.



Teacher Preparation, Certification, & Field Placements

University of Kentucky College of Education

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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 \$53.25
- CAN Registry Check \$10.00

UK ID# _____

Printed Name _____

Signature _____

Clear Form

UK 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		\$ 0.00

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 must 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>