

Old Dominion University Policy

All Virginia school divisions are now required by state code to obtain background checks on their employees. Some school divisions are also beginning to require similar background checks for their teacher candidates, other school interns, and volunteers. However, Virginia colleges and universities, including Old Dominion University, are not authorized by state code to require background checks of their teacher education candidates and other school interns as a condition for admission or participation in field experiences in the PREK-12 schools. ODU is glad to inform candidates that the school division where they will complete their field experience or internship requires a background check and provide them with the name of a school division contact that can help them through the process. Teacher candidates and other school interns are responsible for submitting the application and the appropriate fee to the school division. Results must be sent directly to the school division for its review. **ODU cannot pay background check fees, process applications, receive results, or determine/recommend that a candidate meets an individual school division's criteria.**

NOTE: Candidates in the Early Childhood and Elementary Education programs completing field experiences in the Child Development and Child Study Centers must have a background check to meet the requirements of the Virginia Department of Social Services, which licenses the Child Development and Child Study Centers. Candidates are responsible for the background check fee. The director of the Child Study Center processes the applications, receives the results, and maintains files for VDSS audit. In this instance, the Child Study Center functions in a role similar to that of a school division.

Other ODU professional education programs with field experiences or internship sites at external agencies or programs that require background checks operate in a similar manner. For such programs, please consult with your program director.