

BACKGROUND CHECK REQUIRED

You will need the following:

- **Driver's License**
- **Payment: \$60, payable by cash (exact change please), Bursar charge, or check or money order made out to "Miami University".**

The results are sent to the Student Teaching office. If you are applying for your license within one year of having your background check done, upon your request, the results will also be mailed electronically to the Ohio Department of Education's Teacher Certification Office.

You should stop in the Student Teaching and Field Experience Office (202 McGuffey) about two weeks after they are done and request a copy for your records. You will not be allowed to student teach until the Student Teaching Office has received your results.

The Miami University Police Department is located on Route 73, across from Miami's horse stables. Fingerprinting hours are Monday through Friday, 8:00 am to 4:30 pm. No appointment is needed.

Please phone the MU Police Department at 529-222 with further background check questions.

If you are student teaching in Spring 2010, have your background check done no later than November 2009.

Office of Student Teaching & Field Experiences
202 McGuffey Hall
(513) 529-7245
(513) 529-1763 fax