



## **Student Teachers, Social Work Interns, School Psychology Practicums and Paid Interns**

### **Required background process to get a badge**

*These steps are required in addition to your fingerprint based clearance with TSPC.*

*PPS ID badges are required to be worn in all PPS buildings*

#### **Step 1 Prior to submitting a background request to Security Services:**

- Ensure you have been cleared by the correct department and your name placed on their approved for placement list.
- Verify you have cleared your fingerprint based background check with TSPC
  - If your program does not require fingerprinting with TSPC, please contact your placement department or Security Services. We cannot issue badges without this step, and you may need to follow the volunteer background check procedures.

#### **Step 2 PPS background check**

- Submit a PDF of the fully completed Criminal History Verification Form to [Backgroundcheck@pps.net](mailto:Backgroundcheck@pps.net) (link to form is [HERE](#) )
  - Follow all directions. Completely fill out the form. We do require 10 years of address history (city, state and zip code)
  - Failure to complete the form will slow down the process.
- State your program type. (student teacher, social work or counseling intern, psychology practicum)
- PPS placement contact name.
- You will receive a confirmation email once we have accepted your application. That email will give an estimated completion for the background check.

#### **Step 3 Photo and badge pick up**

- You will receive an additional email once we clear your background, confirming you have cleared, and can proceed to this final step.
- Attached to the email will be a link to a scheduling page for photos and badge pick up at the PPS administration building.
- Wait times vary depending on volume. Plan roughly 5-20 minutes to complete
- Bring government ID
- Masks are required at all times except when taking the photo
- No unscheduled visits are allowed