



FINGERPRINTING & BACKGROUND CHECK INSTRUCTIONS

Department of Education

Undergraduate Teacher Education Program

Master of Arts in Teaching Program

Post-Baccalaureate Teacher Education Program (Licensure-Only)

Master of Science in Educational Leadership (if not employed by a public school district)

"The Fast Track" to Educational Leadership (Licensure-Only) (if not employed by a public school district)

All applicants to the Teacher Education Program complete a background check and fingerprinting in accordance to TN law 49-5-56.

The Tennessee Bureau of Investigation's Tennessee Applicant Processing Services (TAPS) unit runs applicants' fingerprints through a system that produces a criminal history check that is then forwarded to CBU. These background checks are fingerprint based and are run through TBI's database as well as forwarded to the FBI for processing.

In order to improve the applicant scheduling process, the TBI in conjunction with L-1 Enrollment has developed a fully automated system which will enable the TBI to track printed applicants more efficiently, and provide every applicant a more flexible way of being printed.

To have your fingerprints taken, Contact L-1 Enrollment Services at www.L1enrollment.com or 855-226-2937 to schedule an appointment. Select *Non-DCS Child Care/Adoption Providers* as the Agency and *Child-Related Worker (Private)* as the Applicant Type. Provide CBU's ORI# *TNCC79123*. Once you are fingerprinted, the information will be sent in about 1 week. Once you are fingerprinted, the information will be sent to TAPS and CBU should receive a full report in about one week.

NOTE: If you have already undergone this process (for example, for hire within Memphis City Schools), you must undergo the fingerprinting process again. An additional fee will be charged.