Peabody Non-Fingerprint Background Clearance Requirements
Applicable for Ed.D. and Independent School Leadership (ISL) M.Ed. students ONLY

The State of Tennessee has enacted statutes that require background checks to be performed on individuals who work with Tennessee school children. Peabody will conduct background checks in compliance with state law; to demonstrate our commitment to protecting the welfare of children and vulnerable adults; and, thereby, to help maintain our access to research, practicum, and internship sites. The purpose of Tennessee’s background check laws is to prevent persons with certain criminal infractions from having direct contact with children under the age of 18 and/or vulnerable adults. Tennessee law applies to individuals in any position requiring proximity to school children or to children in a child care program, as well as persons who are entering teacher degree programs. Peabody policy expands this coverage to anyone involved with Peabody related activities at any location, on or off campus, including but not limited to persons employed, volunteering, interning, contracting, or enrolled in academic programs at Peabody.

All graduate and professional students earning a degree with Peabody College (including Peabody Digital Learning students) are required to complete a background clearance. This includes special certifications, licensure hours, and/or endorsements.

VALID CLEARANCE:
• Clearance is valid when the criminal history report and the Consent/FERPA Forms have been reviewed and approved by the BCO committee.
• Should findings be reported in the criminal history report, the BCO committee will review the findings on a case by case basis and determine whether or not clearance will be granted.
• The background check will remain in good standing for four years as long as there is continuous enrollment/employment and there are no infractions.
• The Protection of Minors Program (PoM) requires a four-year re-check on all previously cleared personnel.
  o You will be notified by PoM when a re-check is due.
  o Contact Peabody BCO when you receive the PoM notice. (bco@vanderbilt.edu)
  o The four-year re-check will be conducted through the appropriate vendor under contract with Vanderbilt.

VIOLATIONS AFTER CLEARANCE: Should any arrests for criminal activity occur after clearance is granted, Peabody personnel should notify the BCO within 72 hours of said arrest. (bco@vanderbilt.edu)

FAILURE TO COMPLY: Failure to comply may result in:
• A hold on future registration/class enrollment.
• A hold placed on financial support.
• Removal from enrollment.
• Disciplinary action under the Vanderbilt Progressive Discipline policy (staff).
• Disciplinary action under the terms of the Vanderbilt Faculty Manual (faculty).
• Other consequences as deemed appropriate and necessary by Peabody and Vanderbilt administration, up to and including termination.

Background clearance should be completed prior to the start of your first term of enrollment. The background clearance requirement is not satisfied until ALL items below are completed.
STEPS FOR BACKGROUND CLEARANCE

NOTE: Peabody Ed.D. and ISL students ARE NOT REQUIRED TO SUBMIT FINGERPRINTS. Do not register for printing at any time during the background clearance process.

If you are a Vanderbilt University employee, please contact the BCO at bco@vanderbilt.edu for further instructions prior to completing the steps below.

You will need your VUnetID to complete the background clearance. Your VUnetID and your Commodore ID can be located on your YES landing page. Please note that you will be responsible for paying any fees or processing charges associated with obtaining your background clearance.

1. COMPLETE THE CONSENT/FERPA/PRIVACY ACT FORM

A. Go to the BCO Consent/FERPA/Privacy Act form here and follow the instructions for completion and submission.
B. Note that you will need to read the entire page, then scroll down to where it asks you to complete the data form to submit the consent.
   a. In the data form, for "Dept, Office or Center," you will select “Pbdy Online (non-campus presence)” or “LPO” as appropriate.
   b. For “VU Classification” enter “Grad student.”
   c. Please note that you will need to enter your entire birthday (MM/DD/YYYY). Failure to follow these instructions may result in a delay or rejection of your background check.
C. STOP. After you complete the FERPA/Consent form, you will automatically be redirected to fingerprint registration. ED.D. STUDENTS ARE NOT REQUIRED TO SUBMIT FINGERPRINTS. DO NOT REGISTER FOR FINGERPRINTING. Proceed to step 2.

2. COMPLETE THE CASTLEBRANCH BACKGROUND CHECK

A. Click on this link to submit your background check order through the background check vendor, CastleBranch.
B. Click on “Place Order > Please Select > Peabody > VD98bg: Background Check” and follow the prompts on screen to submit your order.
C. The fee for the background check is $26.00.