

August 22, 2022

CBCs for student teacher/student observer/field placement/intern

Good afternoon all,

This communication is specific to a student teacher/student observer/field placement/intern (hereinafter “Candidate”) placed in a diocesan school and is being sent on behalf of the Catholic Schools Office and the Office of Child and Youth Protection.

As many of you know, any Candidate who is placed in a diocesan school must follow diocesan requirements for safe environment compliance, which includes being subject to a fingerprint criminal background check (CBC). Please follow these steps to ensure that the Candidate is fingerprinted:

1. The placement school will provide the Candidate with an Accurate Biometrics fingerprint applicant form for their respective location.
2. The Candidate will be invoiced by the placement school and will be responsible for payment of the costs of the criminal background check (estimated cost of \$47.00), whether or not the Candidate is placed at the placement school.

If you have any questions, please do not hesitate to contact our office at SafeEnvironment@dioceseofjoliet.org.

Thank you.

Leah Heffernan
Director, Office of Child and Youth Protection