



MonarchTeach Student Field Experience Requirements

Please follow these guidelines as listed! The *Central Registry* and the *SP-24 National Criminal Background Check for Employees or Volunteer Providing Care to Children, the Elderly and Disabled Form* are located on the Forms page of the **MonarchTeach** Website. Every candidate's name will be reviewed in the Virginia State Police Sex Offender Registry. As you complete the requirements, check the completed box to ensure you have completed **all** required materials. For additional information, please visit: <https://www.odu.edu/tes> complete:

Form 1: Central Registry Release of Information Form (Child Protective Services)	
<i>Directions for filling out the forms:</i>	<i>Completed?</i>
Search Results	
<ul style="list-style-type: none"> • “Purpose of Search”, check “Volunteer” 	
<ul style="list-style-type: none"> • On the form, where it says “Mail search results to:” list the following: <ul style="list-style-type: none"> ○ <i>Dr. Leigh L. Butler, Old Dominion University, Education Building, Room 152, Norfolk, VA 23529, Tel.# 757-683-3348, lbutler@odu.edu</i> 	
<ul style="list-style-type: none"> • Complete all answers requested. If any answer is none, write "N/A." Leave NO blank spaces!!! 	
<ul style="list-style-type: none"> • DO NOT SIGN THE FORM YET! This must be done in front of a notary. See instructions below. 	
<ul style="list-style-type: none"> • Print the form after you complete it front to back in one page. DO NOT print two pages. 	
<ul style="list-style-type: none"> • Print this form in full size, 8.5 x 11 inches. This is required by the <i>Virginia Department of Social Services</i> 	
Notary Public	
<ul style="list-style-type: none"> • Sign the form in the presence of an official Notary Public. A Notary may be available for a fee at a bank, credit union, UPS store, FedEx store, or an attorney's office. It is done for free on campus if you have an ID with a signature on it. <ul style="list-style-type: none"> ○ You can see Kim Wint in the dean’s office, Education Building Room 116, <i>Monday, Wednesday, Thursday, and Friday</i>. Call in advance Ms. Kim Wint at 683-5846 to confirm availability; ○ or Ben Rainey in the Registrar’s office (brainey@odu.edu) (Rollins Hall); ○ or Human Resources, Spong Hall Front Desk, Monday-Friday, call 683-3042 and ask for Brenda Johnson or Elizabeth Newberry to schedule a time. ○ Military and Military Affiliated Students: Notary Public is available at your nearest military base legal services office 	
Payment Fee	
<ul style="list-style-type: none"> • You are responsible for paying the \$7.00 fee for the <i>Central Registry Release of Information Form</i>. Payment must be in the form of a money order, company/business check, or cashier's check. Personal checks or cash will NOT be accepted!!! 	
Take the completed form to Teacher Education Services, Room 152, Education Building.	



MonarchTeach Student Field Experience Requirements

Form 2: Fingerprint Clearance Process	
<p>These documents SHOULD NOT be mailed to the Virginia State Police by the applicant. Follow instructions below. <i>ODU Tracking Number: 8298.</i> The Old Dominion University Police provides fingerprinting services via appointment only from 8:30 a.m. to 4:30 p.m. Monday - Friday. Call 757-683-4003. This fingerprint clearance process may also be completed at your nearest Virginia State Police Office.</p>	<i>Completed?</i>
Complete Form	
<ul style="list-style-type: none"> • Read the instructions and complete the form: SP-24 National Criminal Background Check for Employees or Volunteer Providing Care to Children, the Elderly and Disabled <ul style="list-style-type: none"> ○ Print the form 	
Section I	
<ul style="list-style-type: none"> • Complete and sign Section I 	
Section II	
Do not complete Section II. Teacher Education Services & Advising Office will complete this section	
Section III	
<ul style="list-style-type: none"> • Complete and sign Section III as the "<i>Authorized Agent Signature</i>" 	
<ul style="list-style-type: none"> • Payment Fee for Volunteer is \$26.00. You are responsible for this fee. • Payment Options: MasterCard, Visa, Certified Check/Money Order, Business Check payable to <i>Virginia State Police</i> 	
<ul style="list-style-type: none"> • Sign on the line: "Authorized Agent Signature" 	
Fingerprinting Process	
<ul style="list-style-type: none"> • Take the completed and signed SP-24 Form with you to the ODU Police Department located at <i>4516 Monarch Way, Norfolk, VA.</i> You must have an appointment which requires a minimum of fifteen minutes. 	
<ul style="list-style-type: none"> • Bring to the appointment two forms of identification, one of which must contain a recent photograph. 	
<ul style="list-style-type: none"> • On the fingerprint card DO NOT complete the section for employer/address and the reason fingerprinted. 	
<ul style="list-style-type: none"> • Bring to Teacher Education Services, Room 152, Education Building : <ul style="list-style-type: none"> ○ Original SP-24 Form ○ Payment ○ Original Fingerprint Card <p>Teacher Education Services & Advising Office will mail the packet directly to the Virginia State Police Headquarters. This fingerprinting clearance process may also be completed at your nearest Virginia State Police Office. Virginia State Police Office Locations - Contact your nearest office for hours of operation. If using your nearest Virginia State Police Office, you still must submit your Original SP-24 Form to Teacher Education Services & Advising Office, College of Education, Room 152.</p> <p>Military and Military Affiliated Students: Fingerprinting available at your nearest military base security office. Contact the security office to schedule an appointment. Bring two photo identification cards to your appointment (e.g. driver's license, military ID, or passport). Fingerprinting must be completed using: <i>APPLICANT FD258 (REV 3-1-10) 1110-0046 fingerprinting card.</i> If the military base office does not have this fingerprinting card, you may request a blank one from Teacher Education Services & Advising Office, 757-683-3348.</p>	