

Directions for Fingerprint Request

You may visit the webpage for information and instructions on the Finger Print Process <http://www.isp.state.il.us/docs/5-727.pdf>. Go to BenU Police office located on the ground floor of the parking garage. They are open 24/7. Indicate that you are there for a fingerprint check.

You will be given a card to fill out. Detailed instructions and information are on the back of the card. Be sure to read all.

Be sure to list *yourself* as the “Requestor” and be sure to indicate *your* return address to have the response mailed to *you*. Your prints will be taken and you will be given the card to mail.

You then take the card, attach your personal check, money order or cashier’s check for \$20.00 made payable to the **Illinois State Police**, and mail to the address on the back of the card. It is important that you place the card in an envelope large enough to hold the card flat—do not bend or fold as it will not be processed correctly if mutilated.

When you receive your response, please bring your report to the School of Education office and show to Mrs. Cecchi. **No one can be placed into the schools for pre-clinical experiences unless we have this information on file in the office.**

Directions for Criminal Background Check

Go to: www.CastleBranch.com and click on the “Place Order” tab and the top. Enter package code: **BC93**. You will then be directed to set up your *myCB* account.

- Required Personal Information
 - In addition to entering your full name and date of birth, you will be asked for your Social Security Number, current address, phone number and e-mail address.
- Payment Information
 - At the end of the online order process, you will be prompted to enter your Visa or MasterCard information. Money orders are also accepted but will result in a \$10 fee and an additional turn-around-time.

View Your Results

Your results will be posted directly to your *myCB* account. You will be notified via email if there is any missing information needed in order to process your order. Background check results are usually

completed within 4-6 weeks, but some results may take longer. Please be sure to print out the Child Abuse form, complete it and fax it back to Castle Branch to complete your check. Your order will show as “In Process” until it has been completed in its entirety.

For FAQs, visit this link first:

<http://go.castlebranch.com/e/15312/student-FAQ/5zhcx9/569443124>.

If you have any additional questions, please contact Student Support at 888-723-4263 or email CustomerServices@CastleBranch.com.

Protecting All God’s Children Seminar

Complete *Protecting All God’s Children* seminar (Joliet Diocese).

Register at this website:

www.virtusonline.org/virtus/reg_list2.cfm?theme=0).

Scan and email a copy of your certificate in to the Preclinical Specialist, Mrs. Cecchi, jcecchi@ben.edu.

Test of Academic Proficiency (TAP)

Register to take the TAP at the following website: <http://www.il.nesinc.com/>

ISBE accepts ACT Plus Writing (Prior to 9/1/15 - Composite score of 22 or higher and a minimum score of 19 on the Combined English/Writing portion; 9/1/15 and later - Composite score of 22 or higher and a minimum score of 16 on the Writing portion) and SAT (Prior to 3/5/16 - Composite score of 1030 {critical reading + mathematics = 1030 or higher} and a minimum score of 450 on writing; 3/5/16 and later - Composite score of 1110 {evidence-based reading and writing + mathematics = 1110 or higher} and a minimum score of 26 on writing and language). Both tests must include the writing component. The official score report cannot be more than 10 years old (month/year). Please carefully follow the directions listed on the website.

<http://www.isbe.net/licensure/requirements/act-sat-testing-in-lieu-of-tap.pdf>

You must have your ACT/SAT with writing component scores sent to ISBE.

- For ACT, go to the website to request that your scores be sent to ISBE: <http://www.actstudent.org/scores/send>. The BenU school code is **3001**.
- For SAT, call the College Board at 866-756-7346 to request that your SAT score report be sent to ISBE. The BenU school code is **6773**.