

# BACKGROUND CHECK PROCESS

<https://dese.ade.arkansas.gov/Offices/educator-effectiveness/educator-licensure/background-check-process>

## Step One: Online Background Check Consent Form

- Choose **Teacher (Pre-Service)** and proceed with filling out the form
- Employer: **IHE with EPP: Williams Baptist College**
- Print or save as PDF
- You must bring consent form to your fingerprinting appointment

## Step Two: Background Check Payment

- Choose a School District/Location - **Williams Baptist College**  
**\*Verification Code 8800023**
- Reason Fingerprinted - **EDUC Teacher (Pre-Service)**
- Print your Receipt to bring to your fingerprinting appointment
- Send a copy of your receipt to [kmiller@williamsbu.edu](mailto:kmiller@williamsbu.edu)

## Step Three: **Complete Fingerprinting Process**

- Make an appointment at the Northeast Arkansas Education Cooperative for LiveScan to complete the fingerprinting process.
- Northeast AR Education Service Cooperative  
211 West Hickory Service  
Walnut Ridge, AR 72476  
870.886.7717
- **Bring photo ID, copy of consent form, and a copy of payment receipt**

## Step Four: Arkansas Child Maltreatment Central Registry Check

- Reason for Registry Check: You are a teacher, pre-service teacher, work for or attempting to work for a school in Arkansas
- Education Information: Licensed Teacher
  - School district-it will autofill with Arkansas Dept of Education
  - Email-it will autofill with DESE email
  - School District contact name, District phone, Fax, LEA number, school mailing address: LEAVE BLANK
- Applicant Information: Complete all information and then click the button to have the form sent to your email
  - You will receive an email with the completed form. Print out the form and DO NOT SIGN it until you are in front of a notary
  - Lawrence County Public Library has a notary you can use
  - SCAN your NOTARIZED form and save as a PDF (Not in Google Drive)

**NOTE: THIS FORM MUST BE NOTARIZED AND UPLOADED TO DCFS'S WEBSITE IN ORDER TO BE PROCESSED**

CLICK on the submissions link in the email sent to you by DCFS Central Registry or use this link:

<https://ardhs.quickbase.com/db/baqmshgyk?a=dbpage&pageID=19>

- SELECT: You are a teacher, pre-service teacher, work for or are attempting to work for a school in Arkansas
  - Applicant Type: Licensed teacher
  - Substitute Teacher: No
  - Resubmission: No
  - COMPANY/REQUESTER: it will auto-fill as "Department of Education"
  - CONTACT NAME: Kristy Miller
  - CONTACT EMAIL: [kmiller@williamsbu.edu](mailto:kmiller@williamsbu.edu)
- APPLICANT INFORMATION: Complete with your information
- CLICK the "Choose File" button labeled "Notarized Maltreatment Form" and UPLOAD your NOTARIZED form
- CLICK "Submit" and pay (credit/debit card only)