



**Fingerprinting for Background Check in the  
Melba S. Lehner (MSL) Children's School at WSU  
ATTN Students: CHF 2860 Practicum and CHF 4720 Student Teaching**

**Fingerprinting for FBI Criminal Background Check**

To meet the requirements of state law, student teachers in the MSL Children's School in the lab MUST be fingerprinted for an FBI criminal background check through a system that checks into juvenile records.

<https://childcarelicensing.utah.gov/BgsPP.html> You will need to have a **UT Department of Health, Child Care Licensing Program** background screening approval card with you whenever you are in the lab classroom (or proof of fingerprinting card until you receive your official card). You CANNOT use the one from the Utah State Board of Education. (You will get that when you are in levels.) *The UT Department of Health background check must be renewed annually.*

**PLEASE CAREFULLY FOLLOW THESE STEPS:**

**Step 1**

- Go to the **Utah Department of Health Child Care Licensing (CCL)** website to fill out the Background Screening Form <https://ccl.utah.gov/ccl/#/background-screening-form>
- When filling in the facility name or facility ID, you will need to type in **Melba S. Lehner Children's School-28696**.

**Step 2**

- Credit/Debit card **payments** can be made by on home page under "Payments" <https://childcarelicensing.utah.gov/Payments.html> including a \$2.00 processing fee.
- **Cash payment** may be made in the exact amount to the CCL. Need to pay the required **\$20.00 annual background screening fee\*** and **\$33.25 fingerprint processing fee (\$53.25 total) to the Utah Department of Health.**

If you have questions or concerns regarding these steps, the Background Check Form, or the background check procedure, call the Office of Background Processing & Security at 866-320-0513 or email them at [clearance-childcare@utah.gov](mailto:clearance-childcare@utah.gov) .

**Step 3**

- Bring the following documents to your fingerprinting appointment in the Care About Childcare Office (ED 013). You will NOT be fingerprinted unless you have the completed documents ready for the 8 minute appointment.
  - Receipt showing payment**
  - Your government issued ID (i.e., Driver's License or Passport)**

**Step 4**

- Once your background check is complete, you will receive a personal email approval and the MSL Children's School will receive your Background Screening Approval via email from the UT Department of Health. The certificate is good for one year and can be used to clear you through the department of health for work in other child care facilities in Utah.

*\*Some variations may exist in Fall 2020 due to Covid-19. Call to make payment to confirm fee.*

PLEASE NOTE: If you fail the background check, you cannot work in the MLS Children's School. This may affect your ability to complete the required coursework and program completion.