

*Transition to Teaching (TTT)*  
**Procedures for Completing a Background Check**  
for  
*20 Hours of Required Observation*

1. Applicants who have not fulfilled the 20 hour of observation hours requirement through an approved field experience (substitute teaching, teaching experience as the TOR, etc.) should fill out a Field Experience Background Check Request form and the Consent to a Background Check form. These forms are available on the TTT website under field requirements. Only those students who have already completed a background check with **Student Connect** or the **ADE** are exempt from filling out the forms.
2. Once you have filled out the forms, you will turn them in all together no later than two weeks after the first day of classes to Nancy Ringgold in Mashburn 121. The sooner she gets them, the more quickly you will get clearance.
3. Ms. Ringgold will enter your information into the Student Connect website. It usually takes 1-2 days. If you have not received an e-mail from Student Connect within 24 hours after you have turned in your completed forms to Nancy Ringgold, this usually suggests that there is a problem. In that case, you should send Ms. Ringgold ([ringgold@uca.edu](mailto:ringgold@uca.edu)) an e-mail indicating that you have not received the link. Please include your complete name and student identification number in the e-mail. Be sure to tell her that you are a TTT recipient.
4. Once you are entered into the website, the background check company, Student Connect, will send a link to your cub account. This means you must check your cub account regularly once you submit your paperwork. Click on the link and pay the \$10.00 fee by credit or debit card (follow the instructions on the link).
5. Once you have paid, Nancy Ringgold will be able to see if you have cleared or not. If not, you will show up on the website as pending. Generally, if the pending status doesn't clear quickly, there is an issue with your payment. Students with a pending status are those who have not yet paid using the link.
6. Only students who have been cleared will be allowed to begin their observation hours.
7. If your background check is not clear (for example, you have been flagged for arrests, etc.), we will ask you to visit with us in the Office of Candidate Services and Field Experience. In most cases, you will be asked to complete the more expensive and thorough ADE background check as a precaution.