

Criminal Background Study Program-Specific Requirement

Early Childhood and Youth Development

Requirement: It is a program requirement of the Early Childhood and Youth Development (ECYD) program to conduct a criminal background study on students in the program. This includes students seeking awards for Child Life Assistant and National CDA. Students will be unable to successfully complete certain courses without a current background study.

Students declaring an ECYD major must-

- Complete and Submit a MN Criminal Background Study
- Submit signed Caregiver Background Statement of Understanding

*Non-ECYD Declared Major students enrolled in ECYD courses that require regular, on-going site visits will also be required to submit a MN Criminal Background Study. These courses include (but are not limited to): 1210, 1230, 1240, 1325, 1510, 2320, 2500, 2501, 2510, 2560, and 2950.

**E-lect students (early childhood students from other MnSCU campuses within E-lect articulation) that have a valid background study on file at their college will not be required to submit an additional study.

Purpose: This program requirement is designed to protect children from services by students who have documented illegal and unethical behaviors. These requirements also allow the ECYD program to be in compliance with the MN Department of Human Services and recommendations of the National Association for the Education of Young Children (NAEYC).

Procedure: Prior to semester start, students will submit an online criminal background study which will be evaluated as prescribed by Minnesota Statutes 245C. The cost of the study is \$20 which will be paid by the student. Once approved, the transferrable background study is good for one year. Please note: Students in ECYD programs must complete and submit a criminal background study through DCTC, regardless of whether or not they have completed a similar study at their place of employment. In other words, DCTC runs its own checks and will not accept the results of a criminal background study from another institution, with the exception of E-lect students.

IMPORTANT: Students are responsible for maintaining a valid background study. The studies conducted through DCTC are valid for one year and are transferrable.

Students will meet with their program advisor within 2 weeks of notification of a yellow (investigation) or tan (disqualified) study letter. The program advisor will explain protocol,

discuss options, and verify the students' understanding of the situation. Both the student and program advisor will sign the Criminal Background Study Investigation Letter Statement of Understanding (yellow) or the Criminal Background Study Disqualification Letter Statement of Understanding (tan).

Students whose criminal background study results in the student being barred from working with young children may not enroll or continue to stay enrolled in any practicum class. During the semester, students barred from working with young children in other ECYD courses will be considered on a course by course basis, depending on the ability to successfully pass current courses without child interaction. Further, barred students may not be placed or remain at a field site.

Students with a permanent bar (continued disqualification/denied appeal) must leave the ECYD program. It is impossible to complete the program without a valid background study. Students may continue to complete general education courses, but may not enroll in ECYD courses (except 1100) until they can provide a clear (blue) background study. If a student's status changes, they may reapply for the program with valid documentation.

Tuition and fees will only be refunded following existing refund policies. A failed study is insufficient justification for a late course drop with refund.

Students can be refused a field placement, removed from a field placement, be removed from a practicum class and/or be removed from the ECYD program if they fail to properly disclose all required information on their criminal background study, or if they fail to notify proper authorities of any changes that would affect a currently filed Criminal Background Study (such as recent arrests occurring after the CBS was submitted).

