

## Conviction Disclosure Responsibility

Students, interns, and certification candidates are obligated to report convictions to the Certification Officer in the Student Affairs Office. Students must submit a Conviction Disclosure Form (CDF) prior to (1) admission to the teacher education program and (2) internship placement. Certification candidates must submit a CDF with each certification application (this includes applications for renewals, additional endorsements, professional certification, administrator certification, school psychologist certification, and guidance counselor certification/licensure). The CDF can be downloaded at

[www.educ.msu.edu/students/undergraduate/pdfs/ConvictionDisclosure2007.pdf](http://www.educ.msu.edu/students/undergraduate/pdfs/ConvictionDisclosure2007.pdf).

Individuals with convictions, civil infractions, or ordinance violations are required to provide a Register of Actions (ROA) or Judgment of Sentence (JOS) document from the court in which they were convicted. After admission to the program, students are obligated to report subsequent convictions on a new CDF within three business days and to provide court documents (ROA or JOS) related to the new conviction. An individual who has been convicted of a misdemeanor or felony *may* be denied admission, field placement, or recommendation for certification. Although the College of Education recommends applicants for certification, only the Michigan Superintendent of Public Instruction has the authority to grant, deny, suspend, or revoke a certificate in Michigan.

Undergraduate students who have school placements must submit to background checks conducted through The Center for Service Learning and Civic Engagement at MSU.

These background checks are based on the Internet Criminal History Access Tool (ICHAT). The Background Check Form is available at

[www.educ.msu.edu/students/undergraduate/pdfs/ServiceLearningForm.R.pdf](http://www.educ.msu.edu/students/undergraduate/pdfs/ServiceLearningForm.R.pdf). Students enrolled in TE301/302 and 401/407 are required to download, complete, and submit the form to the Elementary or Secondary Program Secretary, who maintains a record of who has submitted the form. When an ICHAT search reveals a conviction, the Certification Officer is notified. Convictions revealed by the ICHAT should already have been disclosed by the student on a CDF. Failure to report a conviction or falsification of information on a CDF could result in dismissal from the teacher certification program.