

## **Criminal Record Check Instructions for Prospective Student Teachers, Interns, & Pre-Service Students**

You have been recommended to complete a student teaching, full-time internship, or pre-service placement with the Wake County Public School System.

**Important:** Read this message in its entirety to ensure an accurate understanding of the next required step in the student approval process.

After a student is recommended for placement, the next step in the approval process is the completion of a criminal record check with CriminalRecordCheck.com (CRC). CriminalRecordCheck.com is the Wake County Public School System's third-party vendor that handles all criminal record checks.

Please note the following:

- After reading this message, you will use the link below to access CRC's secure website. **This link is confidential and should not be shared with others.** While completing CRC's process, you will be asked for personal identifying information needed for security and compliance purposes. All information entered into CRC's secure website is kept secure and confidential.
- The link included in this email is authorized by the WCPSS. If you have any questions as to the legitimacy of this e-mail, please contact the WCPSS Human Resources Department or contact the CRC Customer Care Group at 877-272-0266 ext. 0.
- On the CRC background screening site, you will find a disclosure, an authorization form, as well as a summary of rights under the Fair Credit Reporting Act. Please review these documents and then complete the portions of the form highlighted in red. If you have any questions about completing the form, you may contact the CRC Customer Care Group at 877-272-0266 ext. 0.
- Make sure that you include your name and contact information when you begin the process. If you leave the CRC background site before completing your contact information, you will have to begin the process again.
- Criminal record checks vary in completion time based on the applicant's residence history. **Please do not submit a duplicate CRC Request.**
- As a reminder, student placements with the Wake County Public School System are conditional based on the completion of the criminal record check and approval from Human Resources. Your university placement coordinator will be notified of your approval status once the student approval process has been completed. **You may not begin your student teaching, internship, or pre-service placement until you have been approved by WCPSS Human Resources.**

**Please click the link below to start your criminal record check:**

[https://orders.mycrc.com/c/p/unsolicited\\_portal?guid=79RjKRGy6cipyMsJucP8V4r5pu4e03ll](https://orders.mycrc.com/c/p/unsolicited_portal?guid=79RjKRGy6cipyMsJucP8V4r5pu4e03ll)

For technical support, contact the CRC Customer Care Group at 877-272-0266 ext. 0.