



SAINT LOUIS UNIVERSITY
—
SCHOOL OF EDUCATION

Frequently Asked Questions

Office of Field Experience

Category 1: Early Level Experiences (less than 35 hours)

What are the clearance documents I need?

- Family Care Safety Registry (FCSR)
- Tuberculosis (TB) Test
- Protecting God's Children

1. Family Care Safety Registry (FCSR)

How do I get a FCSR report?

Register here: <http://health.mo.gov/safety/fcsr/>

By submitting a completed Worker Registration Form, a photocopy of their Social Security card, and a \$13.00 registration fee (if applicable), paid by check or money order, to the Missouri Department of Health and Senior Services, Fee Receipts Unit, P.O. Box 570, Jefferson City, MO, 65102. Under Registration Type select "voluntary."

By online registration at health.mo.gov/safety/fcsr/ and clicking on the Register Online link. When registering online, payment is made by credit card. You will be charged a nonrefundable \$13.00 registration fee and an additional \$1.00 processing fee

	<p>Once registered you will receive an email containing an encrypted report that you will need to open from a computer. Please save this report and upload to your <i>SOE Office of Field Experience</i> folder. The wait time may take up to 3 weeks from registration to receiving the emailed report. Please plan ahead so you have the report before you begin work in the field. Please retain your copy as verification.</p> <p>A person needs to register only one time for the FCSR.</p> <p>We suggest updating this document at the beginning of the Fall semester of each year so it is valid the entire Academic School year!</p>
<p>I registered, but it has been over 3 weeks what do I do?</p>	<p>Call FCSR. Requests for background screenings may be made by phone using the toll-free access line, 1-866-422-6872, between 7:00 a.m. and 3:00 p.m., Monday through Friday.</p> <p>The student must provide their name and address as well as their social security number. The student will receive written confirmation of the results by mail or email.</p>
<p>I don't know if I registered in the past? How do I find out?</p>	<p>First, to determine if you have registered: Click on the link, Is A Person Already Registered? and type in your Social Security number to verify that you are registered with the Family Care Safety Registry.</p> <p>If you are registered, call FCSR. Requests for background screenings may be made by phone using the toll-free access line, 1-866-422-6872, between 7:00 a.m. and 3:00 p.m., Monday through Friday.</p> <p>The student must provide their name and address as well as their social security number. The student will receive written confirmation of the results by mail or email.</p> <p>If you are NOT registered, please read instructions under “How do I get a FCSR report?”</p>
<p>HELP! I can't open the email!</p>	<p>Please make sure the free Adobe Acrobat Reader software is installed on the device used to check email. Download it from their website https://get.adobe.com/reader/ or visit your app</p>

	<p>store.</p> <p>Online Registration Instructions can be found here.</p> <p>How to open the encrypted email.</p>
Important Information	<p>Registration does not provide a background screening automatically to Saint Louis University. The student must provide a copy of their background screening results to Dr. Joy Voss or upload the report to your <i>SOE Office of Field Experience</i> folder.</p> <p>***Individual School Districts may require additional information or additional background checks. We will notify you if additional clearance documents are required. Any questions or concerns prior to processing contact Dr. Joy Voss (vossja@slu.edu) Fitzgerald Hall room 212, (314) 977-1977.</p>
2. Tuberculosis (TB) Test	
What is a TB test?	<p>Tuberculosis screening is required for all students prior to completing fieldwork. Each year Education students must provide a copy of their report to Dr. Joy Voss or upload to their <i>SOE Office of Field Experience</i> folder. For additional information about TB visit the CDC website.</p>
How do I get a copy of a TB report?	<p>If you think you had a TB screening completed within one calendar year talk to your doctor for a copy of the report.</p> <p>If you do not have a current copy of your TB report then you will need to visit SLU Student Health Center:</p> <p>Marchetti Towers East 3518 Laclede Ave. St. Louis, MO 63103 Phone: 314-977-2323 Fax: 314-977-7165</p> <p>Students can drop-in for an appointment Monday - Friday from 9 - 4pm.</p> <p>For more information visit: http://www.slu.edu/life-at-slu/student-health/index.php</p>

Important Information	<p>The report must include the date, a clear result of “negative,” as well as the name of the clinic with an official stamp or signature. Test results more than 12 months old will not be accepted</p> <p>We suggest updating your TB at the beginning of the Fall semester of each year so it is valid the entire Academic School year!</p>
3. Protecting God’s Children	
What is this workshop?	<p>This is a one-time workshop required by the SLU School of Education for all students. The workshop is required for all volunteers in Catholic Schools. Some dioceses require additional training. You will be notified if this is necessary for your fieldwork. More information about the training can be found at http://archstl.org/sep</p> <p>Workshops are available every semester through the Department of Education. You may also visit the St. Louis Archdiocese to find workshops.</p>
How do I get a certificate of completion?	<p>All workshops at SLU will result in a certificate. Please upload a copy of this to your <i>SOE Office of Field Experience</i> folder.</p> <p>If you complete the workshop outside SLU then please request a copy of your certificate to turn in to Dr. Joy Voss or upload to your <i>SOE Office of Field Experience</i> folder.</p>
Wait, I already did this. But I don’t have a certificate?	<p>Send email to Dr. Voss with approximate date and location of attendance.</p> <p>If the diocese has record of your participation then verification will be uploaded to your <i>SOE Office of Field Experience</i> folder. However, if there is not a record of your attendance then you may be asked to retake the workshop.</p>