Frequently Asked Questions
Office of Field Experience

SAINT LOUIS UNIVERSITY
SCHOOL OF EDUCATION

Level 1: Early Experience (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 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 *SOE Office of Field Experience* 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. A person needs to **register only one time** for the FCSR. We suggest updating this document at the beginning of he Fall semester of each year, so it is valid the entire Academic School year!
I registered, but it has been over 3 weeks what do I do?	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. 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.
I don't know if I registered in the past? How do I find out? **Or** **I registered last year. How do I obtain an undated FCSR for this school year?**	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. **If you are registered, call FCSR. (already paid the one time fee in a previous year)** 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. 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. If you are NOT registered, please read instructions under "How do I get an FCSR report?"
HELP! I can't open the email!	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 store. Online Registration Instructions can be found here. How to open the encrypted email.

	Registration **does not** provide a background screening automatically to Saint Louis University. The student must **provide a copy** of their background screening results to the SOE Field Office by uploading the report to your *SOE Office of Field Experience* folder.
Important Information	***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 or Mrs. Vasilika Tsichlis (soefieldoffice@slu.edu) Fitzgerald Hall room 212, (314) 977-1977 or (314) 977-7107

2. Tuberculosis (TB) Test

What is a TB test?	Tuberculosis screening is required for all students prior to completing the fieldwork. Each year Education students must provide a copy of their report to Dr. Joy Voss or upload to their *SOE Office of Field Experience* folder. For additional information about TB, visit the CDC website.
How do I get a copy of a TB report?	If you think you had a TB screening completed within **one calendar year,** talk to your doctor for a copy of the report. If you do not have a current copy of your TB report, then you will need to visit SLU Student Health Center:Marchetti Towers East 3518 Laclede Ave. St. Louis, MO 63103 Phone: 314-977-2323 Fax: 314-977-7165 Students can drop-in for an appointment Monday – Wednesday or Friday from 9 - 4pm. ****No Test on Thursday because they are unable to read the result over the weekend.** For more information visit: http://www.slu.edu/life-at-slu/student-health/index.php
Important Information	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 We suggest updating your TB at the beginning of he Fall semester of each year, so it is valid the entire Academic School year!

3. Protecting God's Children

What is this workshop?	This is a one-time workshop required by the SLU School of Education for all students, and lasts for 5 years. The workshop is required for all volunteers in Catholic Schools. A particular diocese may 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 Workshops are available every semester through the School of Education. You may also visit the St. Louis Archdiocese to find workshops.
How do I get a certificate of completion?	All completed workshops at SLU or outside of SLU will result in a certificate. The facilitator will give you instructions on how to register on the Virtus online system, and how to check and find your certificate when it is ready. Please upload a copy of this certificate to your *SOE Office of Field Experience* folder.
Wait! I already did this. However, I don't have a certificate?	Certificates may take one to three weeks to be visible on the Virtus online system. If your certificate is not showing, there is a number to call and an email on the instruction sheet you are given from the workshop facilitator.