Background Check Instructions
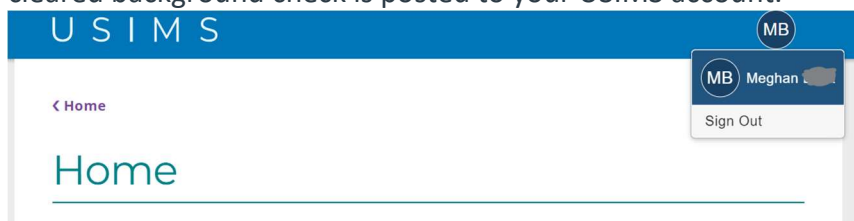
*PLEASE SCROLL DOWN TO NEXT HIGHLIGHTED SECTION ON PAGE 2 IF YOU ALREADY HAVE A CURRENT BACKGROUND CHECK THROUGH USBE

*Please note, fingerprints taken at your local district for paraprofessional positions do not meet the FBI background fingerprint check required by USBE. If you are unable to locate documentation of a cleared background check in USIMS, it's likely you do not have the more extensive background check required here.

Review Background Check Requirements: https://schools.utah.gov/licensing/background

Create an account with USIMS

1. Go to https://usims.schools.utah.gov/.
2. Create an account. Note: Use an email address that you check frequently and will continue to use after you graduate from USU's School Counseling Program. Do not use a throwaway email address for USIMS.
3. Follow prompts.
4. Acknowledge Criminal Background Review Fingerprint and follow fingerprinting instructions outlined here: https://schools.utah.gov/licensing/background
   a. Livescan Fingerprint Sites: https://docs.google.com/spreadsheets/d/1ee09u4Jh9q3Sqio2kWooF3g874CHSWpRb9yfBwtmp88/edit?gid=0#gid=0
5. Average clearance time is approximately 20-25 business days from the date fingerprinting is processed or card is received.
6. Status will be updated in USIMS and show the **Criminal Background Review Requirement Lookup** task as "Completed"
7. For the supplemental item "Background Check" required with your School Counseling program application, please take and upload a screenshot of your USIMS account showing that "Completed" mark next to the background review task. Please hover over your account button in the top right corner, to populate your name, so it is evident the cleared background check is posted to your USIMS account.

INSTRUCTIONS FOR INDIVIDUALS WITH A CURRENT USBE BACKGROUND CHECK

Login to your USIMS account and take a screenshot documenting your current background check – your Licensing Info page with your name and ID is sufficient. Please submit this for the supplemental item "Background Check" required with your School Counseling program application.