CRIMINAL RECORD CHECK REQUEST FORM (CRC) for Oregon Private Career Schools

Higher Education Coordinating Commission
Website: www.oregon.gov/HigherEd
Office of Academic Policy and Authorization, Private Career Schools Licensing Unit
3225 25th Street SE, Salem, Oregon 97302

PURPOSE: To request a Criminal Records Check (CRC) clearance through the HECC for Oregon Private Career Schools serving minors *(persons under age 18).* Faculty or agents of an Oregon career school or individuals who hold positions of authority and control in any Oregon career school accepting enrollment of persons under the age of 18, and agents of an Oregon career school who will have contact with persons under the age of 18 on behalf of the Oregon career school **must obtain and pass a state and national criminal records check BEFORE having contact with minors**. Prior to employment, and at least every three years, schools must request fingerprint and background information for each subject individual ("Subject") to the Higher Education Coordinating Commission or designee for purposes of a criminal records check (OAR 715-045-0003).

**** *PLEASE NOTE: Subject individuals who refuse to consent to the criminal records check or refuse to be fingerprinted cannot be allowed to have any contact with persons under 18 years of age on behalf of the career school.* ****

Subject individuals must PASS the criminal record check BEFORE having contact with persons under 18 years of age at any licensed private career schools that enrolls minors or events recruiting minors on behalf of any career schools.

INSTRUCTIONS FOR SCHOOL STAFF: Please complete this form and submit the non-refundable fee of **$140** for **EACH** person you are requesting a CRC check. If this is a renewal, please submit at least 30-45 days prior to the current Criminal Records Check expiration date. *CRC **WILL NOT** be completed without fee being paid.*

Make check(s) payable to the
Higher Education Coordinating Commission and mail to:
3225 25th St. SE, Salem, OR 97302

☐ **New CRC** ☐ **CRC Renewal –** Previous CRC Exp Date *(if known)*: _____

Subject Individual's Legal Name:	
Title: (*Teacher, Agent, Admissions*)	
Email:	
Phone Number:	
School Name:	
Amt Paid and Payment Information:	**$140** ☐ Check #_____
Does this request include a Faculty Registration?:	☐ YES ☐ NO ☐ Teacher ☐ Agent ☐ Director - Date sent: _____

Person completing this form:	
Contact Phone Number:	
Contact Email:	

1. Upon receipt of a completed CRC Request Form and payment, the Subject will be contacted by HECC staff with instructions on how to schedule their fingerprinting background check and next steps *(Identification will be required).*
2. The Subject schedules an appointment and completes their in-person fingerprinting as instructed by HECC. The Oregon State Police processing may take several weeks. Once finalized, the school is notified of determination of CRC.
3. If CRC is not approved, the subject will have an opportunity to contest the findings. You will be provided instructions for an appeal by letter. You can also contact the Oregon State Police, the Federal Bureau of Investigation, or appropriate jurisdiction.
4. **If approved, the school must track the CRC expiration and complete a new CRC approval every three (3) years**.