



# CRIMINAL RECORD CHECK REQUEST FORM for Oregon Career Schools

Higher Education Coordinating Commission - [www.oregon.gov/HigherEd](http://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 Career Schools serving minors, persons under age 18. Faculty, agents of an Oregon career school, individuals who hold positions of authority and control in any Oregon career school accepting enrollment of persons under the age of 18, and any agents of an Oregon career schools 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 access to minors.** Prior to employment, and at least every three years, schools must request fingerprint and background information for each subject individual to the Higher Education Coordinating Commission or designee for purposes of a criminal records check ([715-045-0003](tel:715-045-0003)).

**\*\* Please note that subject individuals who refuse to consent to the criminal records check or refuse to be fingerprinted cannot be allowed to have contact with persons under 18 years of age on behalf of the career school.\*\***

**Subject individuals must pass the criminal record check to have ANY contact with persons under 18 years of age at private career schools.**

**INSTRUCTIONS FOR SCHOOL STAFF:** Please complete this form and submit the non-refundable \$140 fee for **EACH** person you are requesting a CRC check.

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

*CRC WILL NOT be completed without fee being paid.*

Subject Name:	
Subject Email:	
Subject Phone Number:	
School Name:	
Form of Payment:	

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

1. Upon Receipt of a Completed Request Form and payment, the Subject will be contacted by HECC staff with instructions on how to schedule their background check and next steps.
2. The Subject 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 not approved, the subject will have an opportunity to contest through HECC process, contacting the Oregon State Police, the Federal Bureau of Investigation, or appropriate jurisdiction.
4. If approved, the school must track the CRC and receive a new CRC approval every three (3) years.

Questions? Call (503) 947-5716 or email [Info.PPS@state.or.us](mailto:Info.PPS@state.or.us)