



## **ORU GRADUATE SCHOOL OF THEOLOGY & MINISTRY**

### **Policy and Placement Authorization & Release for Professional Liability Insurance Applicant**

#### **Background Checks are required for Master of Arts and Master of Divinity candidates.**

It is the purpose of Oral Roberts University to provide a safe Christian environment for all of those in attendance. Since we are educating persons who may be seeking to become licensed professionals, criminal background checks became mandatory effective September 1, 2001.

Those candidates for Master of Arts and Master of Divinity degrees may well find in most states that a license will not be issued or employment in specific fields may be prohibited if there is a felony conviction on record. Learning of this bar to licensure may change the course of desired study by those affected. The University does not want the students to invest time and money only to find after completing their course that they cannot obtain a license.

1. Oral Roberts University will use the firm of Accufax or a similar firm to complete the background checks. The search fees (currently \$25.00) are charged to the student's account.
2. The Graduate School of Theology & Ministry will notify Human Resources/Risk Management of all students needing the background check. The search will be initiated by Risk Management. An email with an authorized link will be sent from Accufax to the student's ORU email address. Upon receipt of the email, the student will be responsible for submitting the required personal information on a secure website to initiate the background search. Additional charges are incurred if the student submits inaccurate information.

Once the report is complete, Risk Management will review and if there is no report of criminal activity, no further action will take place. If the report does show felony criminal activity, the Director of Human Resources or designee will discuss with the Dean or appropriate department head. The Dean or Department Head will discuss with the student in confidence.

3. Results of the background check will be provided to the facility hosting the internship/practicum based on enrollment of class, facility requirements, and/ or contracted agreement. No other copies of the Background Check will be furnished to anyone outside Risk Management or the Dean, if necessary, of the applicable department. Contact Risk Management to obtain a release form at (918) 495-7560. These reports will not be a part of the student's record. All reports are valid for (4) years, unless otherwise notified. Students withdrawing from ORU must complete a new background check upon their return to school. All reports will be destroyed after (6) six years.

4. Keep in mind misdemeanors will not in most cases be a bar to licensure. The same thing applies to most vehicular offenses except for things like vehicular homicide or manslaughter, felony hit and run or use of the vehicle in the commission of a felony. This background check is not used to determine eligibility for enrollment in an ORU course but rather as a

precursor to advise the student concerning a given field of study that may require a clear record for licensure and/or employment.

5. All reports are compiled in accordance with Fair Credit Reporting Act (FCRA-91-508). All criminal records will be based on final disposition and are public records.

6. The student can dispute inaccurate information with Accufax. If the student tells Accufax that their file contains inaccurate information, Accufax will reinvestigate the Items(s) – (usually within 30 days) – by presenting to their information source all relevant evidence submitted unless it is frivolous. The source must review the student’s evidence and report its findings to Accufax. The source must advise national CRA’s to which it has provided data of any error.

Accufax will give the student a written report of the investigation and a copy of the student’s report if there is any change.

7. This Background Check is for criminal activity only. The concern is for felony conviction, guilty plea or nolo contendere (no contest plea). Offenses such as murder, manslaughter, armed robbery, shooting with intent to kill, rape, grand larceny, hit and run injury, child molestation and other sex crimes are some of the serious crimes that could prevent any type of practicum or eventual licensure.

I have read and understand this policy and give authorization for Accufax or a similar firm to provide this information to Oral Roberts University. Any student not wishing to grant this authorization for Accufax has the right to do so. However, this will preclude any further practicum or internship required by a course of study at Oral Roberts University that requires this criminal Background Check. I give Oral Roberts University authorization to use my Title IV funds to pay for expenses related to the required background checks and to charge my student account. These charges can include tuition, fees, books, room and board, chapel fines, parking permits, background check fees, parking fines, library fines, returned check charges late fees, and other charges incurred in a prior academic year of attendance not to exceed \$200.00.

**Student’s Full Legal Name:**

First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

Student’s Signature \_\_\_\_\_ Date \_\_\_\_\_

Z# \_\_\_\_\_

Contact Phone # (     ) \_\_\_\_\_

ORU Email Address ONLY:

**(You will receive an email from [accufax-us.com](http://accufax-us.com) shortly. The email will provide a link for you to enter your information and begin the background search.)**