Why does the COE require a UO background clearance?

The State, University, and our partners are committed to ensuring the protection of minors and other vulnerable populations. This applies to all students participating in any course that requires you act as a practicing professional (i.e., counselor, teacher, therapist, case manager, etc.) or be responsible for the care, custody, or control of minors and/or other vulnerable populations. Observations and other curriculum-based activities that do not require students to act as a practicing professional nor require students to be responsible for the care, custody or control of minors and/or other vulnerable populations are excluded from these requirements (see related university policy, IV.05.06 Protection of Minors https://policies.uoregon.edu/vol-4-finance-administration-infrastructure/ch-5-public-safety/protection-minors).

Who is required to complete the UOs clearance process?

- Due to their likely interaction with vulnerable populations, COE Family and Human Services direct services field study program students are required to complete the UO RMS clearance process.

When are students required to have clearance?

Students MUST have a clear and current background clearance before beginning of any course/program-required field experience in which they act as a practicing professional. Current is defined as within three years of the initial clearance date.

The RMS clearance is only one factor in the approval process, academics progress is reviewed by your program before placement. Students are expected to meet the volunteer requirements of the sites at which they are placed.

What are steps for completing the UO Risk Management's RMS steps process?

1. Follow the link to the UO College of Education's Risk Mitigation application site (www.riskmitigation.us/UOCOE)
2. Click **"Add to Cart"** and submit $20.50 processing payment using credit card or PayPal. Risk Mitigation will email you a payment confirmation. This email will also contain a link to the application page.
3. Next, click the "**Get Started**" button and answer the questions as thoroughly as possible.

   Application Tips:
   - The application has 7 steps, consisting of several pages of notices and authorizations with questions interspersed throughout. Please read through the information completely.
   - Most pages require you to "**Check" a confirmation box** at the bottom before moving to the next step.
   - To move from page to page, click the "**Submit**" button at the bottom once you have entered your responses.
   - At the end of the application, click the final **"I Agree/Submit"** button and wait for notification that your application has been submitted. You will also receive an email confirmation. (If by mistake you clicked the "Save" button, you will need to use the link you received immediately after payment to start again (this is a glitch in the system and does not work correctly).

How long does it take to get the UO RMS clearance results?

The RMS background check process typically takes **up to 10 business days** but can take longer in some cases. You will receive an email notification from RMS once you have clearance.

How are clearance results shared with my program?

UO Risk Mitigation clearance date results are sent to the UO COE Licensure, Assessment, and Field Services office. The COE Assessment, Licensure, and Field Services team provides weekly updates to programs with a list of students who have completed the clearance process with the date cleared.

How long is the UO Risk Mitigation considered current or valid?

- The UO background check expires 3 years from the initial clearance date. To be in a field placement, students must be withing 3 years of this clearance date or resubmit for renewal.
- At any point, the UO may require a student(s) to obtain an updated background clearance.