SUU Practicum Placement Process (for FLHD)

1. BACKGROUND CHECKS & FINGERPRINTING

All Students:

- Must be at least 18 years old to request a USBE background check .
- First, go to this link and create an account. Request a background check and complete the ethics review.
- Write down your CACTUS ID # because you will need it when you go get your fingerprints done for your BC. To retrieve your CACTUS ID #, click on "Personal Information" in your USIMS checklist.

On Campus/Local students:

- Do not pay for your fingerprints online!! Please pick up a fingerprint fee waiver form from ED 338, then you will have to get your fingerprints done only at the Public Safety office, located at 36 North 300 West. Be sure to bring your fee waiver form, a government-issued ID, CACTUS ID and have them bill it to Code B1017. Their phone number is 435 586 7793 you will need to make an appointment. They are available on Tuesdays and Wednesdays from 2:00-5:00 p.m. Make sure that they are livescan fingerprints, not cards. Please forward your clearance email to Caitlin Ravanelli.

Online/Out-Of-State Students:

- You will need to get your fingerprints taken at one of the places listed here.
- Bring to your appointment:
    - Government-issued photo ID
    - CACTUS ID#
    - Provide the following information to the Live Scan technician:
        - USBE Requests Electronic Background Check Billable to Agency
        - Agency Code: B1017
        - RFP/Statute: UCA 53G-11-403
        - Type of Background: NFUF
        - OCA: Your individual CACTUS ID #

Failure to completely fill all information with legal name, date of birth and social security number will result in a delay of the background processing which could impact the ability to renew or obtain a Utah license.

Make sure they are LIVESCAN fingerprints, NOT CARDS. Please forward your clearance email to me so that I can record it. Please send your fingerprinting receipt to Katie Guest katieguest@suu.edu for reimbursement, and your clearance email to Caitlin Ravanelli.

All students again:

- Once you receive your clearance email, forward it to Caitlin Ravanelli. Then please go into your SONIA Portal (use your SUU log in credentials) and complete the background check requirement under "Checks" at the top of the page.

2. STUDENT ID BADGE

- Request an ID badge if you have not yet received one or if it needs replacing.

3. PRACTICUM PLACEMENT FORM

- After completing your Background Checks and requesting an ID Badge, fill out this placement form and email it to Caitlin Ravanelli).
- Alternatively, you can go to your SONIA Portal and access the same form in the "Forms" tab under the file name "Online Practicum Placement Form". Fill that out, save it, and email it to Caitlin Ravanelli.