

PRACTICUM BACKGROUND CHECK

Requirements

All public schools are required to ask for a background check for anyone who regularly visits a K-12 school building. Students enrolled in EDUC 201, Education Practicum, should be prepared to present a completed ICHAT (online State background check) to their practicum site at the beginning of the assignment.

What is ICHAT?

The Internet Criminal History Access Tool (ICHAT) is a public, self-serve website managed by the Michigan State Police. Record searches will only display any criminal records occurring in Michigan up to the date the report is requested.

How to complete ICHAT

You will access the site, pay the \$10.00 fee with credit card or debit card, key in your information, and print your Michigan criminal history report. What follows are the steps you need to complete the search. (There is an online tutorial available on the ICHAT website that provides more details on accessing the system and reading the reports.)

1. Go to www.michigan.gov/ichat to access the ICHAT website.
2. Click on **Register** to register on ICHAT. The first time you use this version of ICHAT you will need to register as a new user, regardless of whether or not you have used a previous version of ICHAT.
 - Complete all the information fields marked with an asterisk. Then, click on **Save**.
 - Passwords must be six to twelve characters long and contain at least one letter, one number, and one special character (~`!@#\$%^&*()_\-+=<>,.?/). For example: abc@123#1pas.
 - You will receive an email with account activation information. (This generally takes less than one hour.) However, if you do not receive the activation e-mail, you should send an email **from the email address you used to register** to cjicichathelp@michigan.gov requesting activation.
3. Once you have registered and activated your account (with the e-mail link), click the **Login** button to enter ICHAT.
 - When you log in, use the e-mail address and the password you created when you registered.

- Although ICHAT displays what you will type in **ALL CAPS, do not** use the “Shift” or “Caps Lock” buttons except to enter special characters.

4. Click on **Background Search** to begin a criminal history search. Complete the fields on the form. (Click on the blue question mark icon if you need information about that field.) Then click on the **Submit** button at the bottom of the screen.

- Caution: Do not press the “Enter” key on the keyboard. The information you entered will be automatically submitted, even if you are not finished entering the data.
- Be sure to enter any previous last names or nicknames in the additional lines provided.
- Double-check the birth date before submitting your request.
- After your search has been completed, the “Your Order” box will appear on the right side of the screen. “Count: 1” refers to the number of searches ordered. It does not mean that there is or is not a criminal count located.

5. Click on **Checkout** in the “Your Order” box to pay for your search. Delete any searches you do not wish to pay for now, then click **Check Out** when you are ready to pay for the searches. Select the address you wish to use, and then click **Next**.

6. Enter payment information using a debit card or with MasterCard, Visa, or Discover card (either a standard credit, prepaid credit). Click on **Order Now**. After your credit card has been approved, you may do a screen print of the **Order Summary** page to serve as a receipt for your records.

7. Click on the **View Responses** button to view the results of the criminal history searches. Your results will not be mailed to you.

- When you click **View Results**, you will receive a pop-up with a disclaimer about the information. Click **OK** after you have finished reading it.
- View and print the search response.
- Print this report by clicking “**Click Here** to open the Printer Friendly Version” page then press **Print**. Be prepared to take this report to your placement administration’s office (school principal). Please keep a copy of the report for your records as well.

8. Results

No record found: If a search of Michigan’s Criminal History file does not locate a record for you, you will see a screen with your name, birth date, race, and sex and a paragraph:

A search of Michigan's Crime History File has not located a criminal record matching the information you provided. Since arrests, convictions or criminal record deletions may occur at any time, do not use this information for future clearances.

Issue found: If a search does locate a criminal history, you will see a screen with your identifying information and the following paragraph:

The record results provided here are based on a computer match as explained on the ICHAT home page. The ICHAT system has limitations that may cause false positives or false negatives. Please review the results carefully and do not take adverse action based solely on this record. If you cannot determine that these results do not belong to this individual, and the individual is disputing the record, please provide that individual with a copy of this report and offer that individual the opportunity to perform a record challenge by submitting fingerprints. This is explained at the bottom of this page.

Printouts may also show results for persons with similar names, usually at the bottom on the page. Be sure to verify date of birth and accurate spelling of name for the section showing a conviction.