ECE 3313 requires a field experience in a pre-school setting. Since many public schools do not offer a pre-school program, most KSU students must find a private school setting to complete the required field experience. Historically, private schools require an official paper copy of the student’s criminal history report. We now have a simple, easy way for ECE 3313 students to fulfill this request.

Kennesaw State University has chosen CertifiedBackground.com as our approved source for background checks.

- Each ECE 3313 student will order and purchase his/her own background check directly online. The cost will be $30.00 payable by Visa, MasterCard or money order.
- The results of the background check will be posted to the certifiedBackground.com website in a secure, tamperproof environment. Once the order is submitted, the student will receive a secure password to view and print the results of the check. The results will be available in approximately 48-72 hours.
- The student may print a copy of the criminal history report and present it to the pre-school director or share the password with the director for his/her review.
- The Center for Education Placements and Partnerships will contact the KSU student if the criminal history presents an issue needing further attention.

**HOW TO ORDER**

You will need your Student ID number, social security number, Visa or Master Card.

1. Go to [www.certifiedbackground.com](http://www.certifiedbackground.com) and click on Students.
2. In the Package Code Box, enter **KE61**.
4. Select Undergraduate Program.
5. Fill in the exact course number: ECE 3313
   Fill in your exact section number.
6. Answer all questions and click Submit.

For assistance contact: customerservice@certifiedbackground.com