Welcome to the UConn School of Social Work. The following are field education requirements in keeping with a new University-wide policy for all programs with internships. Our staff and faculty are committed to working with all students to promote their success in the MSW program. We believe that all students and persons should have a second chance. Many students with a criminal record have graduated with an MSW degree from UConn.

**BACKGROUND CHECKS**

Will I be required to have a background check before I start field placement?
- Yes, all students will be required to have a background check completed before they begin their first field placement.
- At a minimum, the basic required background check includes: a criminal background check (which also covers a protective services check), and fingerprinting.
- Placement agencies may require additional background checks and/or drug screening before offering a field placement.

Once admitted as a graduate student to UConn, will a criminal record prevent me from earning my MSW?
- The SSW’s Field Education Department is committed to doing all that it can to find a field placement for all enrolled students. Some agencies may accept MSW interns with a criminal record. The SSW has a strong track record of securing field placements for students w/ criminal records and many students with a criminal record have graduated with an MSW degree from UConn.
- A criminal background may preclude a person with a MSW degree, however, from becoming licensed.

When do I need to complete the background check?
- Students are required to complete at least one background check and immunization tracking and have the results available before they start their first field placement.
- Students have some choices:
  - Students can wait to find out where they are placed and what that agency’s requirements are (knowing that this may delay their ability to start their field placement on time and may extend how long it takes them to obtain their MSW degree); or
  - Students can choose to initiate getting their background checks and immunizations taken care of in advance through American Data Bank’s Complio system (understanding that they may still be asked to do additional background checks and/or immunizations or screenings by an agency where they hope to be placed).

How much choice will I have in my field placement if I have a criminal background? Unfortunately, there may not be a lot of choice. Some agencies may not be able to offer you an internship. We will work with you to find a field placement, but it will really depend on each agency’s requirements and policies.

**IMMUNIZATIONS**

Will I be required to provide proof of immunizations?
- Yes, when applying to UConn, students provide proof of vaccinations/immunizations. However, the documentation that students provided to Student Health Services (SHS) is not sufficient for the documentation needed to prove immunity required for field placements.
- Many field placement sites require:
  1. evidence of immunity (blood titers) to the following: MMR (Measles, Mumps and Rubella), Varicella
(Chickenpox), and Hepatitis B
2. documentation that they have had a Tdap within the past 10 years and PPD within the past 12 months with a negative result
3. a seasonal Flu shot

COST AND WHERE TO GET BACKGROUND CHECKS AND IMMUNIZATIONS

Where can I get the background checks done and how can I have my immunizations tracked?
- Some placement agency requires students to do a background check through them.
- American Data Bank (ADB) is a UConn contracted Vendor that can do the background checks and immunization tracking through their Complio system [https://uconn2.complio.com/Login.aspx?ReturnUrl=%2fdefault.aspx](https://uconn2.complio.com/Login.aspx?ReturnUrl=%2fdefault.aspx). Students who are not required to do an agency-specific background check will create an account with ADB and sign up for the UConn Tracking (immunization monitoring); Basic Background Checks and E-Fast Fingerprinting.

Do I have to pay for the background checks and immunizations?
- Yes, students are responsible for the cost of the background checks and immunization tracking unless the placement agency provides it free of charge.
- Background check costs typically are as follows through Complio, however, more checks may be required by some agencies (all costs are subject to change):
  - (Required) Basic Background Check: $28.40 (additional fees may apply if the student has an alias/maiden name or residential history).
  - (Required) E Fast Fingerprinting $59.00
  - Additional fees may include (if an agency requires these to be done):
    - 10 Panel Drug Screen $32.00
    - FACIS Level 3: $7.00 (particularly if placed in a medical setting).
    - OFAC Search: $4.00
    - Motor Vehicle (DMV) check: $3.00
    - International Criminal Background Check: $50.00 (additional fees may apply if the country has additional criminal search fees). Students who have studied abroad will also need to have an International Criminal Background check completed.
- The cost of tracking immunizations and ensuring that students are compliant through Complio is: $15.00 for 12 month tracking (signing up for “UConn Tracking” in the Complio system). Students are responsible for this fee. If students must see their physician for blood titers or documentation, students are also responsible for those services and fees.

RESOURCES AT THE SSW AND UCONN TO TALK WITH ABOUT MY SITUATION

Should I let the field education placement staff know if I think there may be a problem with my background check, drug screening or immunizations? Yes, students should discuss their concerns with field placement staff prior to the start of the placement process in order to optimize their chances of obtaining a field placement. Field staff are committed to working with each student to find them a placement agency that will welcome them. Field staff with a student’s knowledge may consult with the UConn Clinical Case Manager at Storrs to work through questions and issues for the best outcome for the student. The field education staff can answer questions about field placements.

Is there anyone at UConn that I can talk with confidentially about my situation in regards to background checks, immunizations or drug screens? Yes, within the University system, students may contact UConn’s Clinical Case Manager with any questions regarding background checks, immunizations, or drug screenings. This conversation will be confidential, and other University or SSW personnel will not know about it. The Clinical Case Manager is located on the Storrs campus and can be contacted at clinicalcasemanager@uconn.edu. The Clinical Case Manager is available to all UConn students.