

For School students or any sites that may require TBI clearance -----PLEASE READ and KEEP the INFO!!!

Good Afternoon Faculty and Staff,

Effective Summer 2017, a procedural change has been made to the TBI Background Check that affects current and new students. In conjunction with the Federal Bureau of Investigation's efforts, TBI now requires all students to submit a VECHS Waiver Agreement and Statement<<http://www.memphis.edu/tep/pdfs/vechswaiver.pdf>>.

Since this procedural change effects ALL current students in courses requiring field experience, we are informing you of the following:

- Mass emails with instructions will be sent to all current and prospective students in fall 2017.
- All current students must submit a signed waiver agreement even if they already had a background check.
- The TBI Background Check information located on the Clinical Practice<<http://www.memphis.edu/tep/clinical/index.php>> website has changed. There is now a menu option titled, "Background Checks<<http://www.memphis.edu/tep/clinical/background-checks.php>>," where you can find the VECHS Waiver Agreement and Statement<<http://www.memphis.edu/tep/pdfs/vechswaiver.pdf>> and pertinent information. Please be mindful of any links that you may have used in the past regarding background checks, you will need to use the new link<<http://www.memphis.edu/tep/clinical/background-checks.php>>.
- We are asking for your patience and assistance with this transition. We are making changes to field experience timelines in the fall in order to accommodate students needing to complete this new step. We will notify you of any future updates to the process or our website. If you are teaching a summer course, will you please remind your students to be mindful of this change.

If you need clarification on any of the aforementioned information or if you have questions, please contact us at 901-678-4731. Thank you for your support.

Respectfully,

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