

UNO Counseling Department
Background Check Procedures

Background checks are now required for all students prior to entering the department and/or prior to enrollment in either the school or clinical mental health specialization practicum. Background checks are completed through OneSource. Please follow the appropriate procedures below.

1. To be completed by all students regardless of intended specialization upon acceptance into the UNO Counseling Department:

- i. Go to the OneSource link at <http://www.onesourcebackground.com> and following this procedure:
- ii. Go to **Tools>>> student>>>University of Nebraska at Omaha**
- iii. Go to the **Counseling Department-Clinical Mental Health Counseling** link>>>complete **Release Form** (in red box). When completed, **print/sign/date** and turn in to Barb Newell in the Counseling Department. The document will then be signed by the UNO Counseling Department Chair (i.e., “Agency Check”) and submitted to Onesource. Onesource will then submit the document to the NE DHHS along with the background check document (“IV”).

Be sure to note the items below when completing the document.

1. Be sure to have the document completed in its entirety as the State of NE will not process it unless it is complete per their requirements.
 2. Check both the *Adult Protective Services Central Registry* and *Child Protective Services Central Register* boxes.
 3. Click “no” on the adoption question.
 4. On the section that asks you for “names and birth dates of your children and children who have lived with you,” you need to list **all children**. **This includes siblings, foster children, etc.**
 5. Notary is not required.
- iv. Click on **Counseling Department-Clinical Mental Health Counseling**>>>complete and submit **Background Check-Clinical Mental Health Counseling** (in red box)

2. To be completed by students prior to enrolling in the clinical mental health counseling practicum course (COUN 8220).

- I. Go to the OneSource link at <http://www.onesourcebackground.com> and following this procedure:
- II. Go to **Tools>>> student>>>University of Nebraska at Omaha**
- III. Go to the **Counseling Department-Clinical Mental Health Counseling** link>>>complete **Release Form** (in red box). When completed, **print/sign/date** and turn in to Barb Newell in the Counseling Department. The document will then be signed by the UNO Counseling Department Chair (i.e., “Agency Check”) and submitted to Onesource. Onesource will then submit the document to the NE DHHS along with the background check document (“IV”).
 - Be sure to note the items below when completing the document.
 - Be sure to have the document completed in its entirety as the State of NE will not process it unless it is complete per their requirements.
 - Check both the *Adult Protective Services Central Registry* and *Child Protective Services Central Register* boxes.
 - Click “no” on the adoption question.
 - On the section that asks you for “names and birth dates of your children and children who have lived with you,” you need to list **all children**. **This includes siblings, foster children, etc.**
 - Notary is not required.
- IV. Click on **Counseling Department-Clinical Mental Health Counseling**>>>complete and submit **Background Check-Clinical Mental Health Counseling** (in red box)

3. To be completed by all students prior to entering the School Counseling Practicum course (COUN 8330).

- **Note:** a background check may not be required for school counseling students who remain in their current school district. Students are responsible for verifying this information.

- i. Go to the OneSource link at <http://www.onesourcebackground.com> and following this procedure:
- ii. Go to **Tools >>> student>>>University of Nebraska at Omaha**
- iii. Go to the “Counseling Department-School Counseling” link>>>complete **Release Form (in red box)**. When completed, **print/sign/date**, and turn in to Lorraine Street in Roskens Hall 204. The document will then be signed by Lorraine (i.e., “Agency Check”) and submitted to Onesource. Onesource will then submit the document to the NE DHHS along with their background check document (“IV”).
 - Be sure to note the items below when completing the document.
 - Be sure to have the document completed in its entirety as the State of NE will not process it unless it is complete per their requirements.
 - Check both the *Adult Protective Services Central Registry* and *Child Protective Services Central Register* boxes.
 - Click “no” on the adoption question.
 - On the section that asks you for “names and birth dates of your children and children who have lived with you,” you need to list **all children**. **This includes siblings, foster children, etc.**
 - Notary is not required.
- iv. Click on **Counseling Department-School Counseling>>>complete and submit Background Check-School Counseling (in red box)**