

Background Check

Students,

Maintaining the vision of the founder, Dr. Jerry Falwell, Liberty University develops Christ-centered men and women with the values, knowledge, and skills essential to impact the world. Through its residential and online programs, the University educates men and women who will make important contributions to their workplaces and communities, follow their chosen vocations as callings to glorify God, and fulfill the Great Commission.

The University's mission to develop "Christ-centered men and women with the values, knowledge, and skills essential to impact the world" is achieved, in significant measure, through offering rigorous academic programs. Consistent with the mission of the institution, the Department of Counselor Education and Family Studies seeks to educate the whole person within a framework of a reasoned Christian worldview.

A new background check policy is being implemented as a requirement for students entering the program and for students entering the practicum/internship phase of Liberty University's Ph.D. Counselor Education and Supervision degree program. Background checks have become a requirement in our partnerships and affiliation agreements with practicum/internship sites. Because of this change in climate, background check receipts from Castle Branch will now be a required part of the application process for the practicum and internship. In order to be eligible for practicum or internship application, please submit your [application](#) now to Castle Branch.

We pray that you will view these changes as a personal benefit to you. These improvements will help to enhance the value of your degree and ultimately contribute to increasing the quality of the program.

New students are **required to complete and obtain** the [background check](#) before taking their first course in the program. **[Note:** Current students are **required** to post a copy of their Background Check prior to registering for their Qualifying Examination. Failure to complete the background check within limits specified will result in a hold being placed on the student's account which will prevent future registration.]

All doctoral students are **required to complete and obtain** the [background check](#) prior to practicum/internship approval. Students must submit a copy of background check receipt as part of the application and approval paperwork process.

Candidates are responsible for any fees that are associated with any of the available background packages. Please note that full background checks take approximately *12-16 weeks from submission* of forms to receive a report (clearance/non-clearance). This service is supported by Castle Branch. All fees associated with any of the available background packages will be paid directly to Castle Branch.

If a student orders a background check for another program at Liberty (e.g. Education, Master of Public Health, etc.), the Department of Counselor Education and Family Studies will review an appeal on a case-by-case basis. Students may appeal to PHDCOUNbackground@liberty.edu

For practicum/internship application, students must submit a copy of the receipt from Castle Branch as proof of purchase of the background check package. The criminal background check portion of the package must have been completed within one calendar year of the first day of the academic semester in which the student is applying for practicum or internship. If the criminal background check was completed more than one calendar year from the first day of the academic semester in which the student is applying for practicum or internship, then the student must order a background re-check through Castle Branch.

Some practicum/internship sites may require students to undergo a drug screen as part of that site's screening process. If this is the case for your potential practicum/internship site, then Castle Branch has an option drug screen packet that may be purchased if your site requires a drug screen. Please note that Liberty University does not currently require the drug screen as part of its practicum/internship application process.

Questions?

Questions concerning the background check may be sent to

PHDCOUNbackground@liberty.edu