



# Frequently Asked Questions Office of Field Experience

## Level 2a: Mid-Level Experience: Method Courses (less than 35 hours)

What are the clearance documents I need?

Family Care Safety Registry (FCSR)

Tuberculosis (TB) Test/PPD Test

Prevent and Protect/Protecting God's Children

### 1. Family Care Safety Registry (FCSR)

**How do I get a  
FCSR report?**

Register here: <http://health.mo.gov/safety/fcsr/>

Click "Register Online."

(See directions here <https://health.mo.gov/safety/fcsr/pdf/registrationinstructions.pdf> )

When registering online, payment is made by credit/debit card. You will be charged a nonrefundable \$13.00 registration fee and an additional \$1.00 processing fee

Once registered, you will receive an email containing an encrypted report that you will need to open from a computer. Please save this report and upload to your *SOE Office of Field Experience* folder. The wait time is often less than a week, but may take up to 2 weeks from registration to receiving the emailed report. Please plan ahead, so you have the report before

	<p>you begin work in the field. Please retain your copy as verification. Also, check junk/spam mail to ensure your clearance did not go there by accident.</p> <p>A person needs to <b>register only one time</b> for the FCSR.</p> <p>We suggest updating this document at the beginning of the Fall semester of each year, so it is valid the entire Academic School year!</p>
<p><b>I registered, but it has been over 2 weeks. What should I do?</b></p>	<p>First, check your junk mail to see if your report went there. Next, call FCSR. Requests for background screenings may be made by phone using the toll-free access line, 1-866-422-6872, between 7:00 a.m. and 3:00 p.m., Monday through Friday.</p> <p>The student must provide their name and address as well as their social security number. The student will receive written confirmation of the results by mail or email.</p>
<p><b>I don't know if I registered in the past? How do I find out?</b></p> <p><b>Or</b></p> <p><b>I registered last year. How do I obtain an updated FCSR for this school year?</b></p>	<p>First, to determine if you have registered: Click on the link, <a href="#">Is a Person Already Registered?</a> and type in your Social Security number to verify that you are registered with the Family Care Safety Registry.</p> <p><b>If you are registered, call FCSR. (already paid the one time fee in a previous year)</b> Requests for background screenings may be made by phone using the toll-free access line, 1-866-422-6872, between 7:00 a.m. and 3:00 p.m., Monday through Friday.</p> <p>The student must provide their name and address as well as their social security number. The student will receive written confirmation of the results by mail or email.</p> <p>If you are NOT registered, please read instructions under “How do I get an FCSR report?”</p>
<p><b>HELP! I can't open the email!</b></p>	<p>Please make sure the free Adobe Acrobat Reader software is installed on the device used to check email. Download it from their website <a href="https://get.adobe.com/reader/">https://get.adobe.com/reader/</a> or visit your app store.</p> <p>Online Registration Instructions can be found <a href="#">here</a>.</p> <p>How to open the <a href="#">encrypted email</a>.</p>

Registration **does not** provide a background screening

**Important  
Information**



### 3. Protecting God's Children Training (PGC)

**What is this workshop?**

This is a one-time workshop (with one zoom live and two online modules) required by the SLU School of Education for all students.