

# School of Education-Initial Licensure



## **Steps to complete Fingerprint/Criminal Background Check:**

1. Make an appointment online with the Kane County Regional Office of Education at [www.kaneroe.org](http://www.kaneroe.org). You will need to click the 'Fingerprint' button to open the interactive calendar to schedule your appointment. Below is the address for the Kane County Regional Office of Education.

Kane County ROE  
28 North First Street  
Geneva, IL 60134

2. When you choose the day and time for your appointment, you will need to enter your name, email, phone number, school district (choose 'other' in the pull down menu), and position (enter Aurora University Teacher Candidate). Then, hit the 'Book' button.
3. You will need to bring a photo ID and payment of \$40 to your appointment.
4. The appointment will last 10-15 minutes. You will be given the original FINGERPRINT AUTHORIZATION & RELEASE FORM during your appointment. Bring the form to Lynn Streit in the Institute for Collaboration, Suite 222.

## **Steps to complete Tuberculosis test results:**

1. You will need to be tested by your own practitioner or a walk-in clinic.
2. You can have either a two-step tuberculosis test or a blood titer test.
3. The results will need to be printed on official stationery from where you were tested. The test results are to be signed and dated by the practitioner who administered the test. Tests that have been taken within the past 12 months will be accepted.
4. Bring the results to Lynn Streit in the Institute for Collaboration, Suite 222.