



Dear Applicant:

Your *Application for Admission* to East Central College indicates that you have a criminal background. This background may not prevent you from being accepted as a regular student, however, state and federal laws, school district policies, and off-campus site requirements may prevent you from entering certain programs and attending classes at certain locations. Depending on the nature of your offense, these include, but may not be limited to:

Business Technology-Medical Secretary/HIT  
EMT/Paramedic Technology  
Nursing  
Criminal Justice  
Teaching/Early Childhood  
Any program taught at a K-12 school facility – including  
Four Rivers Career Center in Washington, MO  
and Rolla Technical Center in Rolla, MO

In addition, internship or practicum courses required in certain programs but conducted with outside organizations at external sites may require drug or criminal background screening.

**In order to complete your admission process, you must submit a certified criminal background check in one of three ways:**

- Login to the Missouri State Highway Patrol's web site at [www.machs.mshp.dps.mo.gov](http://www.machs.mshp.dps.mo.gov). This option requires a debit/credit card. **If you choose this option, you must print out the background check from the website.** Submit this form to my office.
- Submit the enclosed "Request for Child Abuse or Neglect/Criminal Record" and mail to the address stated on the back page of the application. Please be aware that it normally takes my office 3-4 weeks to receive the certified background check by mail.
- Obtain an official copy of your background check in person from the Missouri State Highway Patrol in Jefferson City and submit the results to my office.

If your criminal record extends beyond the state of Missouri, it will be your responsibility to obtain a certified criminal background check from each state, as appropriate.

Once we have received and reviewed your official background check, you will be notified of your admission status. If you have any doubt about the program you've selected or you simply need clarification, please contact me at [shelli.allen@eastcentral.edu](mailto:shelli.allen@eastcentral.edu) or 636-584-6565.

Sincerely,

*Shelli Allen*

Shelli Allen

Vice President of Student Development

Buescher Hall, Room 131

Enclosure

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