Frequently Asked Questions
Office of Field Experience

Level 1: Early Experience (less than 35 hours)

What are the clearance documents I need?
    Family Care Safety Registry (FCSR)
    Tuberculosis (TB) 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 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.

	A person needs to **register only one time** for the FCSR. We suggest updating this document at the beginning of the Fall semester of each year, so it is valid the entire Academic School year!
I registered, but it has been over 2 weeks. What should I do?	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. 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.
I don't know if I registered in the past? How do I find out? **Or** **I registered last year. How do I obtain an undated FCSR for this school year?**	First, to determine if you have registered: Click on the link, Is a Person Already Registered? and type in your Social Security number to verify that you are registered with the Family Care Safety Registry. **If you are registered, call FCSR. (already paid the one time fee in a previous year)** 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. 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. If you are NOT registered, please read instructions under "How do I get an FCSR report?"
HELP! I can't open the email!	Please make sure the free Adobe Acrobat Reader software is installed on the device used to check email. Download it from their website **https://get.adobe.com/reader/** or visit your app store. Online Registration Instructions can be found here. How to open the encrypted email.
Important Information	Registration **does not** provide a background screening automatically to Saint Louis University. The student must **provide a copy** of their background screening results to the SOE Field Office by uploading the report to your *SOE Office of Field Experience* folder.

How to create an account, and a schedule and sign up for PGC workshops are available through this St. Louis Archdiocese Safe Environment Page.

When creating an account, select "Non-Parish School