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Document Requirements

West Plains Child and Family Development

To comply with both Missouri State University-West Plains and Missouri Department of Health requirements, the Child and Family Development department tracks documents required for enrollment in courses with a laboratory component:

- CFD 160 Principles of Development in Early Childhood
- CFD 255 Principles of Development in Infancy
- CFD 260 Supervised Experience in the Child Development Laboratories
  - Additional requirements - Grade of C or better in CFD 160
- CFD 297 Internship in Planning and Implementing Curriculum for Child Development Centers
  - Additional requirements - ENG 110, COM 115, MTH 103, Grade of C or better in CFD 260, Completion of 40 credit hours

⚠️ All information shown below must be submitted and approved prior to enrollment in any laboratory component course. Failure to submit these items will result in a delay in registering for classes!

What is required?

1. Register with the Family Care Safety Registry
2. Complete the Background Screening and Fingerprinting process
3. Become familiar with the Appeal process
4. Provide results of a Medical Examination
5. Provide a Negative Tuberculin Skin Test or Chest X-Ray
6. Complete and return:
   a. Laboratory Participation Agreement Form
   b. Missouri Accreditation Educational Requirement Agreement Form
   c. Missouri Accreditation of Programs for Children and Youth Program Education Form

The rest of this page gives more details where necessary.

✅ Students should retain a copy of all documents for their personal records.

Family Care Safety Registry

Missouri State University-West Plains requires students who enroll in laboratory component courses to be registered with the Missouri Department of Health's Family Care Safety Registry.

- There is a one-time fee for registering with this agency
- Results are valid for one calendar year
- You'll need your social security number, a credit/debit card, and access to a printer when you register
- Processing your registration will take a few days
- You must be re-screened annually at no additional cost

Review these instructions before registering.

Register in the Missouri Department of Health's Family Care Safety Registry or provide proof of previous registration by going to http://health.mo.gov/safety/fcsr/.
Be sure to specify that a copy of the results be sent to:

Missouri State University-West Plains
CFD Department Head
128 Garfield Avenue
West Plains, MO 65775

What if there is a finding on the Missouri Volunteer and Employee Criminal History Service (MoVECHS)?
See the Appeal Process.

<table>
<thead>
<tr>
<th>Contact Us</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lybyer Center, Room 209C</td>
</tr>
<tr>
<td>417-255-7925 (Office)</td>
</tr>
<tr>
<td><a href="mailto:wpcfd@missouristate.edu">wpcfd@missouristate.edu</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>How to Submit Documents</th>
</tr>
</thead>
<tbody>
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<td>Missouri State University-West Plains</td>
</tr>
<tr>
<td>128 Garfield Avenue</td>
</tr>
<tr>
<td>West Plains, MO 65775</td>
</tr>
</tbody>
</table>

Registration Error?
If you receive a "Prerequisite and Test Score error" message when registering for one of the listed laboratory classes please check your Documentation Status (see instructions below). If all documents are marked as "Cleared" or you received the error when registering for a different CFD course, please check with your advisor or instructor to determine if there are additional prerequisites for the course.

All documents must be submitted and approved before you may register in the laboratory courses listed on this page.
Review Your Documentation Status

View the status of your documentation through My Grizzly Den, My Enrollment tab, Student Resources section (login required). Need help? Contact the Help Desk.

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Need</td>
<td>Department Head has not received required submission.</td>
</tr>
<tr>
<td>Pending</td>
<td>Student has submitted documentation proving submission but we are waiting for the state agency to respond.</td>
</tr>
<tr>
<td>Blocked</td>
<td>Student has submitted documentation but further review is required.</td>
</tr>
<tr>
<td>Expired</td>
<td>Item is expired.</td>
</tr>
<tr>
<td>Cleared</td>
<td>Student has successfully submitted the required submission.</td>
</tr>
</tbody>
</table>

Background Screening and Fingerprinting

Missouri Highway Patrol and Missouri Volunteer and Employee Criminal History Service (MACHS/MoVECHS)
Fingerprint Background Screening - who are these and how is it done?

A registration fee exists, a record of arrest and prosecution will be sent to the University, a photograph and digital fingerprinting is required.

Students must complete the following:

1. Missouri Volunteer and Employee Criminal History Service (MoVechs) Waiver Agreement and Statement for Students.pdf

2. Review the instructions for registering with the Missouri Highway Patrol's Missouri Automated Criminal History Search (MACHS).

3. Register with the Missouri Highway Patrol's Missouri Automated Criminal History Search (MACHS). Be sure to review this process carefully and indicate that you are registering as a volunteer (otherwise you will have to redo the process - at an additional cost). Go to http://www.MACHS.mo.gov to complete the registration process.
   - The 4 digit pin number is 5971.
   - Be sure the OCN number is V04600003.
   - Be sure you register as a volunteer.
   - Print a copy of the confirmation with the TCN number. You will need to provide proof of registration when you go to the Live Scan location for fingerprinting.
   - You may pay online or at the Live Scan location (some locations limit payment methods - call to verify if needed).
4. If you find you cannot keep your fingerprinting appointment, follow these instructions to return to the MACHS system and reschedule your appointment.

5. Keep your appointment at your selected Live Scan location. Make sure you bring all required information with you.

⚠️ Processing takes several weeks. Be sure to complete the process prior to registration in laboratory component courses.

Additional MoVechs and MACHS links:

Noncriminal Justice Applicant's Privacy Rights

http://www.mshp.dps.mo.gov

What if there is a finding on the Missouri Volunteer and Employee Criminal History Service (MoVECHS)?

See the Appeal Process.

**Appeal Process**

The following procedures must be completed for students who have a finding on the Family Care Safety Registry and/or Missouri Volunteer and Employee Criminal History Service (MoVECHS).

⚠️ The process completed in the Office of Student Services is completely independent of any process required by the Child and Family Development department. In some cases, a student may need to also complete a separate process with other departments or Offices on campus.

**STEP 1: Review of Findings**

- The Child and Family Development department head or their designee will review the results of each student’s Family Care Safety Registry and the Missouri Volunteer Employee Criminal History Service (MoVECHS).
- If a finding is reported, regardless of the nature of the finding, the department head or their designee will proceed to Step 2 of this process.
- If the student’s reports have no findings they will be approved for laboratory participation pending successful submission of the other required paperwork.

**STEP 2: Notification**

- The student will be notified in writing that there is a finding or findings identified on the Family Care Safety Registry and/or the Missouri Volunteer and Employee Criminal History Service (MoVECHS) that has been flagged and needs further review.
- The student will be notified that he/she will not be allowed to enter the laboratory site until the issue has been reviewed.

**STEP 3: Meeting with student and department head or their designee**

- The student and the department head or their designee will schedule a meeting to discuss the specifics of any findings identified on the background screenings. The student will have the opportunity to verbally explain circumstances surrounding the findings that they feel are relevant. The student will be instructed to put their words into writing to present to the CFD Background Screening Committee for formal review. Please use the CFD Background Screening Committee Appeal Form to do so.
• The student will also be encouraged to provide additional information that might help explain their situation including letters from prosecuting attorneys, character references, or other evidence to support their cause. The student will have 30 days from the date of notification to submit written documents to the department head or their designee.
• The department head or their designee will gather information and maintain a confidential file of the documentation.

STEP 4: Meeting of the Child and Family Development (CFD) Background Screening Committee

• The department head or their designee will delete identifying information from copies of the documentation to present to the Child and Family Development Background Screening Committee. The findings will be reviewed; however the identity of the student will be protected.
• A decision will be made by the Committee as to whether the student is eligible to participate in laboratory component courses at Missouri State University-West Plains. The two possible outcomes of this decision include:

  1. The student is approved for laboratory component participation pending successful sponsorship and approval by the Missouri Department of Health and Senior Services, if required, full disclosure and approval by the laboratory site must be obtained to participate in their setting. Please note that approval by Missouri State University-West Plains does not guarantee approval by the Missouri Department of Health and/or the laboratory site. In addition, no University official shall be permitted to sponsor a student for the Missouri Department of Health approval process.
  2. The student is denied participation in laboratory component courses at Missouri State University-West Plains.

STEP 5: Follow-Up Notification and Documentation

• The student will be notified in writing regarding the decision by the Child and Family Development Background Screening Committee. A copy of the notification will be maintained in the student’s file.
• If the student is approved for participation in laboratory component courses they should complete the process for sponsorship through the Missouri Department of Health and Senior Services (if required). If approved the student should submit proof of approval to the department head or their designee and the student will be allowed to register in laboratory component courses.
• If the student is not approved for participation in laboratory component courses, the student will be advised in writing that they will be unable to successfully complete the Associate of Applied Science or Bachelor of Science in Child and Family Development degrees at Missouri State University-West Plains. A discreet registration block will be enacted to prevent registration in laboratory component courses. Non laboratory component child and family development courses can be completed.

Medical Examination

Students must have the Medical Examination Report for Caregivers and Staff completed by a Physician or Registered Nurse under the supervision of a Physician.

Missouri State University-West Plains students have access to area clinics where the report can be completed at no charge. In addition, if you have visited a family doctor recently they will sometimes complete the form for you at no charge.

Negative Tuberculin Skin Test or Chest X-Ray

Proof of a negative tuberculin skin test or chest x-ray is required for participation in the laboratory site. Results are valid for one calendar year and students must renew the test annually during semesters they are enrolled in laboratory component courses.
To complete the tuberculin skin test or chest x-ray schedule an appointment with your local health department or health care provider. Results can be recorded by a medical professional on the Medical Examination Report for Caregivers and Staff or can be submitted on a separate form provided by the health department or your health care provider.

<table>
<thead>
<tr>
<th>Area County Health Departments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Howell County Health Department</td>
</tr>
<tr>
<td>180 S. Kentucky Street</td>
</tr>
<tr>
<td>West Plains, MO 65775 US</td>
</tr>
<tr>
<td>417-256-7078</td>
</tr>
<tr>
<td>Oregon County Health Department</td>
</tr>
<tr>
<td>4th and Market Street</td>
</tr>
<tr>
<td>Alton, MO 65606</td>
</tr>
<tr>
<td>417-778-7450</td>
</tr>
<tr>
<td>Texas County Health Department</td>
</tr>
<tr>
<td>950 North Highway 63</td>
</tr>
<tr>
<td>Houston, MO 65483</td>
</tr>
<tr>
<td>417-967-4131</td>
</tr>
<tr>
<td>Douglas County Health Department</td>
</tr>
<tr>
<td>603 N.W. 12th Avenue</td>
</tr>
<tr>
<td>Ava, MO 65608</td>
</tr>
<tr>
<td>417-683-4174</td>
</tr>
<tr>
<td>Ozark County Health Department</td>
</tr>
<tr>
<td>304 Third Street</td>
</tr>
<tr>
<td>Gainesville, MO 65655</td>
</tr>
<tr>
<td>417-679-3334</td>
</tr>
<tr>
<td>Wright County Health Departments</td>
</tr>
<tr>
<td>Mountain Grove Office</td>
</tr>
<tr>
<td>610 East State Street</td>
</tr>
<tr>
<td>Mountain Grove, MO 65711</td>
</tr>
<tr>
<td>417-926-0009</td>
</tr>
<tr>
<td>Hartville Office</td>
</tr>
<tr>
<td>203 South Main</td>
</tr>
<tr>
<td>Hartville, MO 65667</td>
</tr>
<tr>
<td>417-741-7791</td>
</tr>
</tbody>
</table>
Documentation and Forms

West Plains Child and Family Development

Document Requirements for the West Plains Child and Family Development Program (PDF 6.84mb)

Instructions for registering with the Family Care Safety Registry

Instructions for registering with the Missouri Highway Patrol's Missouri Automated Criminal History Search (MACHS) and setting Live Scan fingerprinting appointment

Instructions for Live Scan fingerprinting appointment

Instructions for rescheduling Live Scan fingerprinting appointment through MACHS

Forms:

Missouri Volunteer and Employee Criminal History Service (MoVechs) Waiver Agreement and Statement for Students (PDF)

Appeal Form

Laboratory Participation Agreement Form

Missouri Accreditation Educational Requirement Agreement Form

Forms from external sites:

Missouri Accreditation of Programs for Children and Youth Program Education Form (PDF)

Medical Examination Report for Caregivers and Staff (PDF)
Family Care Safety Registry Instructions

⚠️ Before beginning this process you will need your social security number, a credit/debit card, and access to the internet and a printer.

Step One:


In the search bar type in Family Care Safety Care Registry and click the Search button.

Step Two:

Click on the links in blue called: Family Care Safety Registry / Health & Senior Services
Step Three:

Click Register Online
Step Four:

Click Registration in the blue tab.
Step Five:

Click the “Is a Person Registered,” blue tab.

![Image of the Family Care Safety Registry website]

Step Six:

Enter your Social Security Number. Then enter the Security Text.

Click Search.
Step Seven:

Check Social Security Information for accuracy.
Step Eight:

Select the option “Contains.”

In the Employer section Type Missouri State University West Plains.
Click Search

Click Continue.
Step Nine:

In the “Selection Criteria” choose CHILD CARE
Enter in your personal information.

Click Continue.
Step Ten:

Verify the information in the dark blue box. Click on the box that best represents your personal information. A check mark should appear.

Then click Save.

Step Eleven:

Verify the information on the Registration Confirmation.
If inaccurate use the edit feature.

If correct click “Continue”

**Step Twelve:**

After reading Registration Agreement click “Agree” to further process.
Step Thirteen:

Fill out payment information.

Click Continue.

Step Fourteen:

Verify payment information.
Click “Continue”.

**Step Fifteen:**

Print receipt for your records.

Click “Continue”.
Step Sixteen:

Process is complete.

Family Care Safety Registry will not show in records immediately. Please allow a few days for processing.
Schedule Background Check and Fingerprinting

⚠️ To complete this process you need access to the Internet, a printer, and a debit/credit card.

You may finish this process and change the appointment date at a later time.

Step One:

Go to www.MACHS.mo.gov

Click on the BLUE box that states: Click here to Access the MACHS Fingerprint Search Portal to schedule a background check by Fingerprints.

Step Two:

Indicate that you have a 4 digit Registration Number that was provided by your employer or licensing agency.
Click Begin

**Step Three:**

Enter the four digit registration number 5971. Click Populate.
Confirm that the OCA Number is V04600003

Click the yes option under the Question "Is this search being conducted for a position as a volunteer?"

Fill in required information.
CHECK AND REVIEW YOUR PERSONAL INFORMATION FOR ACCURACY.

Click Register

**Step Four:**

Print a copy for your records. This will allow you to go and make changes if needed.

TCN Number is needed at the time of finger scanning!
Click schedule fingerprinting.

**Step Five:**

Read through the agreement.
Step Six:

Please note: You may choose a location closer to your town for the live scan office. For people in West Plains, MO the following information provides the location and steps.

*** You may use a debit/credit card to pay for the total cost now online.

Or

You may pay at the live scan office (location) with a Money Order or Cash. Store does not accept debit/ credit cards.

If you pay by credit card:

Click Pay By Credit Card

Provide information.
Click Pay

Print receipt.

A copy of this receipt will need to be shown at the time of fingerprinting.
Click View Transaction to continue to the scheduling page.

For West Plains, Mo select a live scan office-

#2041- 1404 UPS Store Southern Hill, West Plains, MO

Please note: You may choose a location closer to your town for the live scan office.
TCN Number is needed at the time of finger scanning!

Next Click “Schedule Appointment” at bottom of screen.

**Step Seven:**

Choose the time and date preferred.
You have selected the following office:

**UPS #2041**
1404 Southern Hill
West Plains, MO 65775

[Change Fingerprint Location]

The first available appointment for this office is on:

**Tuesday, Jul 10, 2012 at 08:00 AM**

[Schedule this Appointment]

If you would like to fingerprinted at a different date or time, please use the below menus to make your selection. If you require further assistance, please call 1-877-838-4903 for assistance Monday-Friday 7:00am CST-5:00pm CST. Click here to check office hours and Company Holidays.

Date: 07/10/2012 TUE 08:00 PM

Click “Make Schedule”

**Step Eight:**
Your appointment is scheduled successfully!

Name(s):  
Cogent ID:  
Office:  UPS #2041  
Location:  1404 Southern Hill  
West Plains, MO 65775  
Date:  Tuesday, July 10, 2012  
Time:  11:23 AM

View Transaction

Review information for accuracy.

Click “View Transaction”

Step nine:

Print or email receipt for your records.

TCN Number is needed at the time of finger scanning!

**********BRING A COPY OF THIS RECEIPT TO THE LIVE SCAN OFFICE.*******
Instructions for Live Scan Office Appointment

*Finger scanning/printing is electronically processed and ink will not be used. You will be photographed during your appointment.*

The Live Scan Office accepts money orders or cash, or you may pay online when you schedule your appointment.

You will need to provide the following at your appointment:

1. Drivers License
2. TCN Number
3. A copy of Registration form
4. If you paid online, bring copy of the payment receipt.

If paying fee at the Live Scan Office bring money order or cash for payment.

*Please have all information ready at your appointment.*
Reschedule Fingerprinting Appointment

⚠️ To complete this process you need access to the Internet, a printer, and a debit/credit card.

You may finish this process and change the appointment date at a later time.

Step One:

Go to www.MACHS.mo.gov

Click on the BLUE box that states: Click here to Access the MACHS Fingerprint Search Portal to schedule a background check by Fingerprints.

Step Two:

Indicate “I have previously scheduled an appointment through MACHS to be finger printed and need to re-schedule my appointment.”
**Step Three:**

Fill in information.

TCN Number can be found on previous paperwork from registration forms.

**Registration Information**

<table>
<thead>
<tr>
<th><strong>Find Registration By TCN and Name</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>MACHS TCN:</td>
</tr>
<tr>
<td>Last Name:</td>
</tr>
</tbody>
</table>

Click “Find”

**Step Four:**
Read through the agreement.

**Important Notice Concerning Your Fingerprint-based Background Check**

As an applicant who is the subject of a state and/or national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for a job or license, an immigration or naturalization matter, security clearance, or adoption), you must understand and agree to the following:

- Your fingerprints will be used to check the criminal history record files of the Missouri State Highway Patrol and/or the Federal Bureau of Investigation.
- Any criminal history information returned as a result of this search will be made available to requestors pursuant to Chapter 43 RSMo.
- All information, including your fingerprints, photographs, and any demographic data collected during the course of your fingerprint-based record check may be stored in Missouri State Highway Patrol and/or Federal Bureau of Investigation files.
- Any future updates made to your arrest record may be shared with the agency requesting this fingerprint-based background check if the requesting agency is a subscriber to the state and/or federal Rap Back program.

You must understand and agree to the terms outlined above to proceed:

Click the “I Understand and Agree”

**Step Five:**

Click OK.

**Step Six:**

Read through the agreement.

Click the “I Understand and Agree”
Important Notice Concerning Your Fingerprint-based Background Check

As an applicant who is the subject of a state and/or national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for a job or license, an immigration or naturalization matter, security clearance, or adoption), you must understand and agree to the following:

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- Any future updates made to your arrest record may be shared with the agency requesting this fingerprint-based background check if the requesting agency is a subscriber to the state and/or federal Rap Back program.

You must understand and agree to the terms outlined above to proceed:

I Understand and Agree  Cancel

Step Seven:

Please note: You may choose a location closer to your town for the live scan office. For people in West Plains, MO the following information provides the location and steps.

*** You may use a debit/credit card to pay for the total cost now online.

Or

You may pay at the live scan office (location) with a Money Order or Cash. The West Plains Lice Scan Office (UPS Store) does not accept debit/credit cards.

If you pay by credit card:

Click Pay By Credit Card

Provide information.

Click Pay
Print receipt.
A copy of this receipt will need to be shown at the time of fingerprinting.

Click View Transaction to continue to the scheduling page.
For West Plains, Mo select live scan office-#2041- 1404 UPS Store Southern Hill, West Plains, MO

Please note: You may choose a location closer to your town for the live scan office.

TCN Number is needed at the time of finger scanning!

Next Click “Schedule Appointment” at bottom of screen.

**Step Eight:**

Choose the time and date preferred.
Click “Make Schedule”

Step Nine:
Review information for accuracy.

Click “View Transaction”

**Step Ten:**

Print or email receipt for your records.

TCN Number is needed at the time of finger scanning!

**********BRING A COPY OF THIS RECEIPT TO THE LIVE SCAN OFFICE.**********
## Appeal Form

Child and Family Development Background Screening Committee Appeal Form

<table>
<thead>
<tr>
<th>Name</th>
<th>BearPass</th>
<th>M</th>
<th>How to submit required documents:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>• <strong>Lock box</strong> labeled CFD Student Lab Paperwork outside the department head’s office in Lybyer T209C</td>
</tr>
<tr>
<td>Address</td>
<td>Phone</td>
<td>Date</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• <strong>Fax</strong> copies to 417-255-7735</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• <strong>Mail</strong> copies to:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>CFD Department Head</td>
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<tr>
<td></td>
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<td>Missouri State University-West Plains</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>128 Garfield Avenue</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>West Plains, MO 65775</td>
</tr>
</tbody>
</table>

Please provide information related to findings identified in the Family Care Safety Registry and/or Missouri Volunteer and Employee Criminal History Service (MoVECHS) background screenings that might assist the Child and Family Development Background Screening Committee in evaluating your participation in laboratory component courses at Missouri State University-West Plains. Attach additional pages if needed and provide as much narrative and supportive documentation as deemed appropriate.

Your confidentiality will be maintained and identifying information will be removed from documents prior to review by the Child and Family Development Background Screening Committee.
Laboratory Participation Agreement Form

1. The student agrees to maintain the confidentiality of all children, families, guardians, parents, staff and fellow students participating in the laboratory settings. The student will refrain from conversation about the lab except while on site and in the appropriate lecture component of each laboratory course.

2. The student agree to refrain from taking photos of the laboratory site and its occupants on personal photo devices-phones, cameras, etc (recording laboratory experiences on the University’s video recorders is acceptable).

3. The student agrees to refrain from posting pictures, comments or opinions in public or private places related to the laboratory site. This includes internet based systems such as Twitter, Facebook, Topix, email or other public and private domains.

4. The student agrees to the use of works generated during laboratory component courses being retained (minus the student’s identifying information) for assessment and educational purposes.

5. The undersigned hereby irrevocably consents to and authorizes the use by Missouri State University, its officers and employees, ("University") of the undersigned’s image, voice and/or likeness as follows: The University shall have the right to photograph, publish, re-publish, adapt, exhibit, perform, reproduce, edit, modify, make derivative works, distribute, display or otherwise use or reuse the undersigned’s image, voice and/or likeness in connection with any product or service in all markets, media or technology now known or hereafter developed in University’s products or services, as long as there is no intent to use the image, voice and/or likeness in a disparaging manner. University may exercise any of these rights itself or through any successors, transferees, licensees, distributors or other parties, commercial or nonprofit. The undersigned acknowledges receipt of good and valuable consideration in exchange for this Release, which may simply be the opportunity to represent the University in its promotional and advertising materials as described above.

Please indicate your agreement to the foregoing by signing below.

Signature ___________________________________________________      Date _______________________

Print this form using your browser and submit the completed form using one of the methods below:

Use the lock box labeled CFD Student Lab Paperwork outside the department head’s office in Lybyer T209C
Scan and email to: wpcfd@missouristate.edu
Fax to 417-255-7735
Mail to:
CFD Department Head
Missouri State University-West Plains
128 Garfield Avenue
West Plains, MO 65775
MO Accreditation Educational Requirement Agreement Form

Missouri State University-West Plains
Child and Family Development
Missouri Accreditation Educational Requirement Agreement

As a student enrolled in one or more of the following courses

- CFD 160
- CFD 255
- CFD 260
- CFD 297

I hereby authorize Missouri State University-West Plains to submit a copy of my academic transcript to The Learning Tree Child Care Center (the University’s Laboratory Site).

I understand that the Center will then submit my academic transcript along with my signed Program Education Form (attached) to Missouri Accreditation for review.

Student Signature ____________________________________________ Date _____________________

Print this form using your browser and submit the completed form using one of the methods below:

Use the lock box labeled CFD Student Lab Paperwork outside the department head’s office in Lybyer T209C

Scan and email to: wpcfd@missouristate.edu

Fax to 417-255-7735

Mail to:
CFD Department Head
Missouri State University-West Plains
128 Garfield Avenue
West Plains, MO 65775