

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
- CFD 297 Internship in Planning and Implementing Curriculum for Child Development Centers

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 (see How to Submit Documents)?

Step 1: Complete and return the following forms:

- **Form A** (Laboratory Participation Agreement)
- **Form B** (Missouri Accreditation Educational Requirement-Learning Tree)
- **Form C** (Missouri Accreditation Educational Requirement-Tadpoles)
- **Form D** (Transcript Authorization)
- **Form E** (MoVECHS Waiver Agreement)
- **Form F** (Family Care Safety Registry) AND a copy of student's social security card or proof of prior registration in the Family Care Safety Registry
- **Form G** (Lab Site Request)
- **Form H** (Ethical Conduct and Professional Disposition Agreement)

Step 2: Complete the following tasks:

- **Task A** (Professional Liability Insurance)-MSU student fees cover the cost for one year. The student assumes the cost of insurance beyond the first calendar year.
- **Task B** (MoVECH's Background Screening)
 - Complete the Missouri Highway Patrol and Missouri Volunteer and Employee Criminal History Service (MACHS/MoVECHS) Fingerprint Background Screening
 - A registration fee exists, a record of arrest and prosecution will be sent to the University, a photograph and digital fingerprinting is required.
 - Review the [instructions](#) for registering with the Missouri Highway Patrol's Missouri Automated Criminal History Search (MACHS).
 - Register with the Missouri Highway Patrol's Missouri Automated Criminal History Search (MACHS). Go to <http://www.MACHS.mo.gov> to complete the registration process.
 1. 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.
 - 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).
 2. Keep your appointment at your selected Live Scan location. Make sure you bring [all required information](#) with you.
 - This process takes several weeks to complete. Results will be mailed to Missouri State University.
- **Task C** (Medical Examination Report)
 - Have a physician or registered nurse complete this form.
 - As a student Urgent Care in West Plains will complete the form at no cost.
 - Be sure to indicate that you are a Missouri State University CFD student.
- **Task D** (Tuberculin Skin Test)
 - Obtain a TB Skin Test (see Health Department contacts) The TB risk assessment form does NOT meet this requirement or
 - Obtain a Chest X-Ray verifying negative TB status or
 - If pregnant submit a doctor's note indicating inability to obtain TB Skin Test

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. Students enrolled in CFD 160 pay a student fee to cover the cost of registration. If a student takes another laboratory course (i.e. CFD 255) before CFD 160 the student must pay the cost of registration.
- Results are valid for one calendar year
- Complete Form G Family Care Safety Registry and submit it with a copy of your social security card. **If you are already registered go to <http://health.mo.gov/safety/fcsr/> and print proof of registration.**
- Processing your registration will take a few weeks
- You must be re-screened annually at no additional cost

Contact Us

Lybyer Enhanced Technology Center, Room 209C
417-255-7925 or reneekeith@missouristate.edu (Dr. Renee Moore)
417-255-7736 or brendasmith@missouristate.edu (Mrs. Brenda Smith)

How to Submit Documents

- Use the **greylock box** labeled "CFD Student Lab Paperwork" located across from Lybyer Enhanced Technology Center room 209-B
- **Scan and Email** to wpcfd@missouristate.edu
- **Mail to:**

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

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](#).*

Status Definitions

NEED	Department Head has not received required submission.
PENDING	Student has submitted documentation proving submission but we are waiting for the state agency to respond.
BLOCKED	Student has submitted documentation but further review is required.
EXPIRED	Item is expired.
CLEARED	Student has successfully submitted the required submission.

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.

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

See the [Appeal Process](#).

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.

MOA Program Education Form

Complete the top portion of the [MOA Program Education Form](#) by entering your name, signing and dating the form, and including the following information.

Program Name:

Program Address:

State Vendor Number (DVN):

Position Listed on the Staff Roster:

Under Education, check the box labeled "Transcript from an accredited College or University"

Submit the form following the instructions on the right side of this page. DO NOT mail it to the address shown on the form.

Area County Health Departments
Howell County Health Department 180 S. Kentucky Street West Plains, MO 65775 US 417-256-7078
Oregon County Health Department 4th and Market Street Alton, MO 65606 417-778-7450
Texas County Health Department 950 North Highway 63 Houston, MO 65483 417-967-4131
Douglas County Health Department 603 N.W. 12th Avenue Ava, MO 65608 417-683-4174
Ozark County Health Department 304 Third Street Gainesville, MO 65655 417-679-3334
Wright County Health Departments:
1. Mountain Grove Office 610 East State Street 2. Mountain Grove, MO 65711 417-926-0009
2. Hartville Office 203 South Main Hartville, MO 65667 417-741-7791