

# ICHAT search results: What to submit for TPC admission, Practicum courses, and Student Teaching.

There are three times you will need to turn in a background check for the COE: When you apply for Teacher Preparation Candidacy program admission; When you need to register for a Practicum class; And when you get ready to do your culminating internship (student teaching). We consider ICHAT background checks to be current if they are less than a year old when they are needed - such as when you apply for TPC admission, or at the start of the semester you are taking a practicum class or completing your internship (student teaching).

Get started by going to the website: <https://www.michigan.gov/ichat>, and set up an account. Go through the steps to obtain a background check on yourself. This requires a small charge on a credit card.

At the end of the process, on the search results page, you will see the list of results:

View Background Search Results

Search results will be available for seven (7) days for Registered Users ONLY! Guest users will need to perform the search again once they re seven (7) days were performed, as well as those performed by other users in your agency. For verification of searches, enter the date range :

Start Date (MM/DD/YYYY) End Date (MM/DD/YYYY)

Search Clear

**2. Click this Print button**

Print Selected Search Results Load My Searches (Last 7 days) Load Current Searches

Excel PDF Column visibility Show 5 rows entries

First Name	Last Name	SID	Race	Gender	Date of Birth	Search Date	Search Reason
<input type="checkbox"/>						3/19/2019	Student

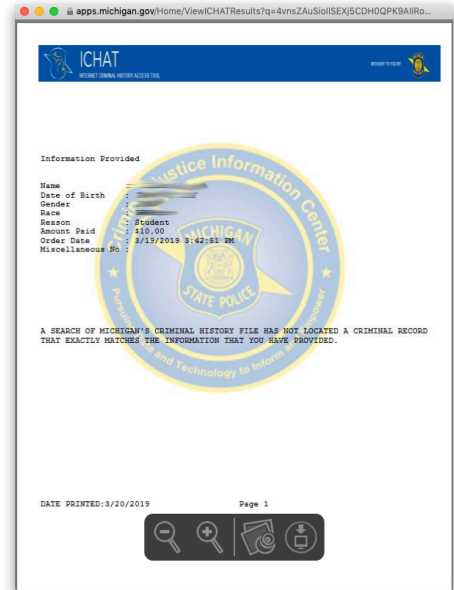
Showing 1 to 1 of 1 entries

**1. Check this box**

1. Check the box next to your search results.
2. Click the large blue “Print Selected Search Results” button, which pops up a new window with a pdf version of the file, ready to print.

3. Rather than print the pop-up window that comes up, you should save that file to your computer.

*This is the Print pop-up window, containing a new pdf file that you can save to your computer.*



Saving the print pdf version results in a file like the one below, complete with the Michigan State Police logo and watermark. This is the file you need to either submit electronically, or print and deliver to the appropriate office.

