To successfully complete the CDE background check process, **you must complete ALL of the following steps in order.**

1. **Create your lifetime Colorado Department of Education (CDE) Online Licensing account in the CDE “COOL” system at** [https://cool.randasolutions.com](https://cool.randasolutions.com)

   **Step 1**
   - **Set-up CDE Account**
     - a. **Create your CDE account first!** If you do not setup your CDE online licensing account first, CDE will not have an account to attach your fingerprints to and may require that you repeat the fingerprinting process.
     - b. Make sure to enter your **correct Social Security Number**. Failure to do so may result in having to repeat the process.

2. **Schedule your appointment & complete fingerprinting with one of CBI's approved fingerprinting vendors** - see [http://www.cde.state.co.us/cdeprof/fieldexperience](http://www.cde.state.co.us/cdeprof/fieldexperience)

   **Step 2**
   - **Get CDE Fingerprinting**
     - a. There are two different vendors in the state of Colorado authorized to do fingerprinting for CDE. Use the CDE website to register for your appointment and to make sure you are signed up for the right fingerprinting with the correct service code.
     - b. Before the fingerprinting appointment gather:
       - **Valid college/university student ID card & CMU 700#** (ITL Students: contact graduate@coloradomesa.edu for assistance)
       - The “University ID code” or School ID# for fingerprinting is your **9-digit, CMU ID# or “700#”** (not the 13-digit, library ID#)
       - **Name of the school district(s)** where you will be or have been placed in for your field experience; Ex: Mesa County D51
       - A valid (non-expired) **government-issued ID**, such as a driver’s license, and your **correct Social Security Number**!
       - **Payment** – approx. $52.00. Cash & checks not accepted. Colorado Fingerprinting requires payment at registration.
       - **Correct Service Code Number**: take a copy of the service code number with you. At your appointment, check that they have the right code assigned to your prints—CDE has several codes for different workers and teachers.

3. **Complete the "Programs" section in your COOL account for the CMU Teaching Program**

   **Step 3**
   - **Enter CTE Program Info in CDE Account**
     - a. Log into your CDE COOL account
     - b. Select "My Profile" in the blue header (above your name)
     - c. Go to "Programs" in the Preparation section
     - d. Enter information for the CMU Teacher Ed program
       - You will need to upload a capture of your MAVcard. Find an image of your MAVcard with your 700# displayed in the MAVcard app in your MAVzone account.
       - The school ID#/university code is **your 9-digit, CMU 700#** *(NOT 13-digit, library ID# on MAVcard)*
     - e. Enter the name of the school district(s) or charter school(s) where you will be placed for field experiences, like Mesa County School District #51. This will give the district permission to view your background check.

4. **Check the status of your CDE background check in the Profile section of your COOL account**

   **Step 4**
   - **Check CDE Profile & Submit Results to Teacher Ed**
     - a. Send your results to Teacher Ed
       - To print your results, use Ctrl-P. Turn in the printout of the results with your application to Teacher Education.
       - You may also take a screen capture or PDF of your results and email it to Mary Kienietz or April Chandler.
     - b. **Results**: If a Cleared FP Background Check message is showing, you are **GOOD to go**!
       - If no background check results are showing for you in your Profile section within two weeks of fingerprints, make sure you have completed the “Programs” section in your COOL account, and then contact CDELicensingBackgroundUnit@cde.state.co.us about your situation.
       - If the message, "Enforcement Review Needed," shows in your account, it means that something in your background was flagged. Please follow up with Mary Kienietz - mkieniet@coloradomesa.edu for next steps.
     - c. For information on circumstances that shall result in denial, suspension, revocation, or annulment of a Colorado Educational Credential, see [http://www.cde.state.co.us/cdeprof/enforcement](http://www.cde.state.co.us/cdeprof/enforcement)