Instructions for CDE Fingerprinting – COVID Update

1. Create your lifetime account in the Colorado Department of Education (CDE) eLicensing system
   - You must set up your CDE account 1st, otherwise CDE will not be able to accept the results of your background check and you may need to repeat the process after you have created this account. **Make sure to enter your correct Social Security Number!**
   - If you have already created a CDE account, ensure that you are able to log in to your existing account & check the **Alerts section.**
   - If background information is present in your CDE account, **skip to steps 4 & 5.**
   - eLicensing Account Login: [https://apps.colorado.gov/cde/licensing/Login.aspx](https://apps.colorado.gov/cde/licensing/Login.aspx) - click Register to set up a new/first-time account

2. Schedule your fingerprinting appointment. **One Grand Junction location is open at this time.**
   - If you live in a different part of Colorado, see [http://www.cde.state.co.us/cdeprof/fieldexperience](http://www.cde.state.co.us/cdeprof/fieldexperience)

**Colorado Fingerprinting**

- **Colorado Locations:** Yes - in Grand Junction at Copy Copy—appointment REQUIRED
- **Service Code/CBI Unique ID:** 1134ETPI
- **Payment Process:** Payment is required at time of pre-enrollment.
- Contact the vendor if you need to cancel your appointment and for their refund policy.
- *Colorado Fingerprinting is a private company and is not a state agency.*

Register for appointment online—see: [http://www.coloradofingerprinting.com/cabs](http://www.coloradofingerprinting.com/cabs)

3. Before the appointment, gather the following:
   - A digital image of your valid college/university student ID card and have your student ID number (700#)
     - 700# can be viewed in MAVzone under My Account → Student
   - The name of the school district(s) or charter school(s) where you will be or have been placed in for your field experience
   - A valid (non-expired) government-issued ID, such as a driver’s license & your Social Security Number!
   - Payment – approx. $49.50. Cash or personal checks are not accepted.

4. Submit the required Field Experience Background Information Form via CDE after your fingerprinting appointment
   - Field Experience Background Form: [https://app.smartsheet.com/b/form/2c86864ad2a7400cba778beb503c822d](https://app.smartsheet.com/b/form/2c86864ad2a7400cba778beb503c822d)
   - This form should then be submitted within 5 business days from the date your prints were submitted to CBI (Use 700# for school ID #)

5. Print Background Check via eLicensure account and submit it to Teacher Education
   - Check the status of your fingerprints in the Alerts section of your CDE eLicensure account
   - For more information on how to check the Alerts section, see [http://www.cde.state.co.us/cdeprof/fingerprintstatus](http://www.cde.state.co.us/cdeprof/fingerprintstatus)
   - To print your results use Ctrl-P and turn in the printout of the CDE eLicensure Background Check results to Teacher Ed
   - 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)