### Instructions for CDE Fingerprinting for Field Experience Students

1. **Create your lifetime account in the Colorado Department of Education (CDE) eLicensing system**
   - If you do not complete this step, CDE will not have your account to file the results of your background check and you may need to repeat the process after you have created this account.
   - If you have already created a CDE account, ensure that you are able to log in to your existing account.
   - **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 account.

2. **Schedule your fingerprinting appointment** 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)
   - Note: candidates no longer obtain fingerprints through the Sheriff’s Office.
   - You must have created your lifetime eLicensing account PRIOR to the submission of your fingerprints.

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.
   - Payment – approx. $52.00. Payment is collected from the applicant via credit/debit, money order, or cashier check at the time of the appointment. 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/2c86864ad2a7400c700ca778beb503c822d](https://app.smartsheet.com/b/form/2c86864ad2a7400c700ca778beb503c822d)
   - 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 eLicensing 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)