

# Initial Teacher Licensure Graduate Certificate Background Check Requirement: Acknowledgment & Completion Form

## CDE Background Check Requirement

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The Colorado legislature has enacted changes to procedures for fingerprint-based criminal history checks for field experience students who are enrolled in an [approved Colorado educator preparation program](#). These changes allow the results of criminal history checks obtained by the Colorado Bureau of Investigation (CBI) to be routed to the Colorado Department of Education (CDE) and for CDE to make the results available to authorized agencies. For field experience students, this means that when you submit fingerprints for this reason your criminal history result can be accessed by both:

1. The Colorado educator preparation program where you are enrolled, and
2. The school district(s) and/or charter school(s) where you will be placed for field-based learning.

## Completion Options for ITL Students

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Teacher candidates applying to the Initial Teacher Licensure (ITL) program at Colorado Mesa University (CMU) have 3 options for completing the CDE background check requirement. **Please note that a general fingerprint/background check will not suffice for student teaching. Choose one of the following options to avoid having to redo fingerprints multiple times.**

1. Former CMU students may complete the [CDE Field Experience Background Check](#) process prior to readmission to CMU. This requires that you have your University ID number (your 700#) to complete this process. Contact [itl@coloradomesa.edu](mailto:itl@coloradomesa.edu) if you need assistance locating your ID number.
2. Submit background check results from **CDE Substitute Authorization**. ITL applicants who are not former CMU students but have been or are interested in substitute teaching, may apply for their [CDE 3-Year Substitute Authorization](#) and submit the background check results from the Profile section of their COOL account. Contact [itl@coloradomesa.edu](mailto:itl@coloradomesa.edu) for more information.
3. ITL applicants may elect to be considered for Provisional Admission to the ITL program before they complete the CDE background check process. This allows applicants to proceed with the admission process for CMU, become established as a CMU student, receive a University ID number, and then complete the CDE [Field Experience Background Check](#) process by May 1<sup>st</sup>.

## Acknowledgment & Background Check Completion Selection

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After reviewing the information above, complete and sign the acknowledgment, and make your selection regarding completion of the CDE background check requirement.

I, \_\_\_\_\_ (printed full name) understand that successfully completing a CDE background check is required for full admission to the ITL program. As such, I am choosing to proceed with applying to the ITL program under the following option: (select one option below)

1. I am a former CMU student and will complete the [CDE Field Experience Background Check](#) process prior to readmission to CMU so that I may be considered for full admission.
2. I have or am seeking a [CDE 3-Year Substitute Authorization](#) and will submit background results so that I may be considered for full admission.
3. I wish to be considered for provisional admission to the ITL program and acknowledge that I cannot proceed with classes in the fall semester or be granted full admission until I have completed the [CDE Field Experience Background Check](#) process. I further acknowledge that failure to successfully complete the CDE Background Check by May 1<sup>st</sup> may result in my dismissal from the ITL program.

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Student Signature

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Date