

Instructions for CDE Fingerprinting

From CDE Fingerprinting Site for Field Experience Educators (Student Teachers) at <http://www.cde.state.co.us/cdeprof/studentteaching>

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) eLicensing account at <https://apps.colorado.gov/cde/licensing/Login.aspx>

- Step 1**
CDE
Account
Set-up
- **Create your CDE account first!** If you do not setup your CDE eLicensing account first, CDE will not have an account to attach your fingerprints to and may require that you repeat the fingerprinting process.
 - Make sure to enter your **correct Social Security Number**. Failure to do so may result in having to repeat the entire process.
 - *If you think 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 3 & 4**.*

2. Schedule & attend your fingerprinting appointment with one of CBI's approved fingerprinting vendors - see <http://www.cde.state.co.us/cdeprof/fieldexperience>

- Two Options:
- 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 kind of fingerprinting with the correct service code.
 - **Service Code/CBI Unique ID for Field Experience at [Colorado Fingerprinting: 6188EPPI](#)**
 - **Service Code/CBI Unique ID for Field Experience at [IdentoGO: 25YQZV](#) ****IdentoGO not available in GJ******
 - *Note: candidates no longer obtain fingerprints through the Sheriff's Office.*
 - *For CDE to receive prints, you must create an eLicensing account (step 1) PRIOR to the submission of your fingerprints.*
 - Before the fingerprinting appointment gather:
 - **Valid college/university student ID card & CMU 700#**
 - *The "University ID code" or School ID# for fingerprinting & on the Field Exp. Form is your **9-digit, CMU ID# or "700#"***
 - **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, **and your 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 different teachers.

3. Submit the required Field Experience Background Information Form **after appointment** on the CDE website at <https://app.smartsheet.com/b/form/2c86864ad2a7400cba778beb503c822d>

- Step 3**
CDE
Online
Field Exp.
Form
- This form should then be **submitted within 5 business days** from the date your prints were taken—and not before fingerprinting!
 - Use **your 9-digit, CMU 700#** as the school ID#/university code on the Field Experience Form (*NOT 13-digit, library ID# on MAVcard*)
 - *The 700# can be viewed in MAVzone under My Account → Student → Student ID*
 - Make sure to 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 gives the district permission to view your background check.
 - Select to have a copy of the Field Experience form sent to you and CMU at the bottom of the screen.

4. Check the status of your CDE background check in the Alerts section of your CDE eLicensure account—for directions, see <http://www.cde.state.co.us/cdeprof/fingerprintstatus>

- Step 4**
Submit
Results to
Teacher
Ed/Check
Alerts
- Send your results to Teacher Ed
 - To print your results, use Ctrl-P and turn in the printout of the CDE eLicensing Background Check 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](#).
 - 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>
 - **NOTE: if you have been previously fingerprinted for a district for any other purpose (for After Hours, for coaching, etc.), results may show in your CDE account, but may not be used for licensure. You will likely need to get new fingerprints for field experience. To test this, you may complete the Field Experience Form before getting new prints taken. After the form is processed, the background results for non-field experience fingerprinting may be purged from your CDE account. If this is the case, CDE will email you to alert you of this and you will need to get new fingerprints taken—see step 2.**