

Instructions for CDE Fingerprinting

Based on CDE Fingerprinting Site for Field Experience Educators (Student Teachers): <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
Tips:
- Create your CDE account 1st. 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 at <http://www.cde.state.co.us/cdeprof/fieldexperience>

- Step 2**
CDE
Finger-
printing
Tips:
- 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.
 - *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*
 - Before the fingerprinting appointment gather:
 - **Valid college/university student ID card**
 - **Your 9-digit CMU ID#:** use your 700# as the school ID#/university ID code for fingerprinting & on the Field Experience Form
 - *The 700# can be viewed in MAVzone under My Account → Student*
 - **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. \$49.50 - \$52.00 - see confirmation. 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.
 - **Correct Service Code Number:** take a copy of the service code number with you. At your appointment, check to make sure they have the right code assigned to your prints—CDE has several codes for different workers and incoming teachers.
 - **Field Experience Service Code/CBI Unique ID for [IdentoGO](#): 25YQZV**
 - **Field Experience Service Code/CBI Unique ID for [Colorado Fingerprinting](#): 6188EPPI**

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 Field
Exp. Form
Tips:
- This form should then be **submitted within 5 business days** from the date your prints were taken—and not before prints!
 - Use your 9-digit CMU 700# as the school ID# /university code on the Field Experience Form
 - *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.
 - Select to have a copy of the FEB form sent to you and CMU at the bottom of the form.

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/Alerts
Tips:
- 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 D51 (or any district) for another purpose (for After Hours, for coaching, etc.), results may show in your CDE account, but cannot be used for licensure. After you complete your Field Experience Form, 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**.