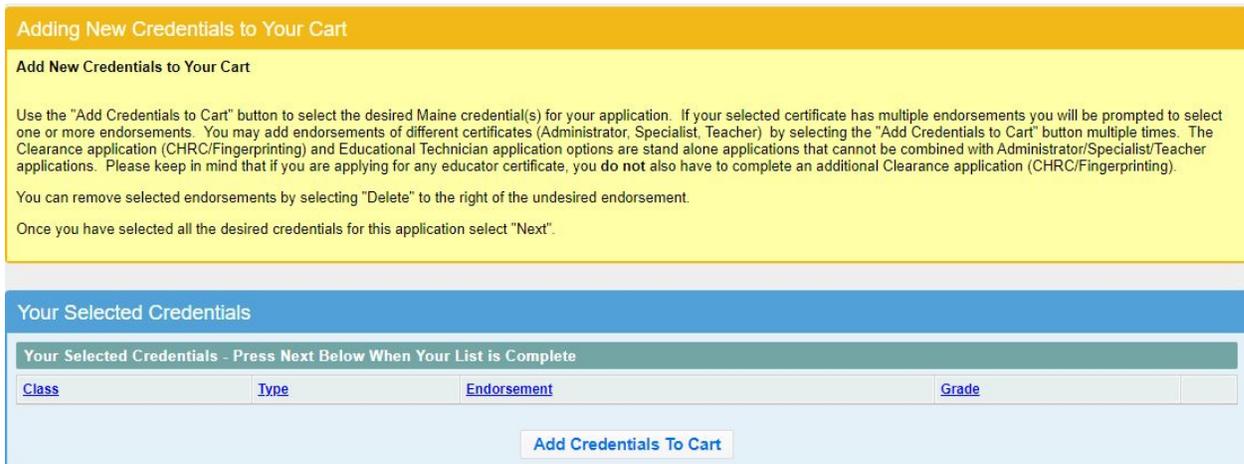


**Fingerprinting and Criminal History Record Check
For Education Majors**

The Fingerprinting and the Criminal History Record Check **require two separate online applications** before a student can begin their field experiences. Every student must have fingerprints taken at a Maine approved fingerprint site. A Criminal History Record Check approval from the Department of Education, which is based on the fingerprint results, is also required. Please follow the steps below.

Go to this link to the instructions on the DOE website: <https://www.maine.gov/doe/cert/fingerprinting>. There are several links on that page that you will need to follow.

- a) **Create a MEIS account** to create your DOE online account. This will be used in the future for certification purposes, as well.
- b) **How to Submit Your CHRC Application** – there is a \$15 fee for this process.
When you get to the 'Add New Credentials' page, click on the *Add Credentials to Cart* button



Adding New Credentials to Your Cart

Add New Credentials to Your Cart

Use the "Add Credentials to Cart" button to select the desired Maine credential(s) for your application. If your selected certificate has multiple endorsements you will be prompted to select one or more endorsements. You may add endorsements of different certificates (Administrator, Specialist, Teacher) by selecting the "Add Credentials to Cart" button multiple times. The Clearance application (CHRC/Fingerprinting) and Educational Technician application options are stand alone applications that cannot be combined with Administrator/Specialist/Teacher applications. Please keep in mind that if you are applying for any educator certificate, you do not also have to complete an additional Clearance application (CHRC/Fingerprinting).

You can remove selected endorsements by selecting "Delete" to the right of the undesired endorsement.

Once you have selected all the desired credentials for this application select "Next".

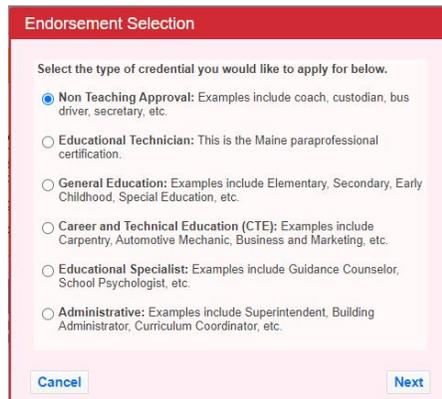
Your Selected Credentials

Your Selected Credentials - Press Next Below When Your List is Complete

| Class | Type | Endorsement | Grade |
|-------|------|-------------|-------|
| | | | |

Add Credentials To Cart

You will see a PopUp called Endorsement Selection. Be sure to choose **Non-Teaching Approval**, the top button.



Endorsement Selection

Select the type of credential you would like to apply for below.

Non Teaching Approval: Examples include coach, custodian, bus driver, secretary, etc.

Educational Technician: This is the Maine paraprofessional certification.

General Education: Examples include Elementary, Secondary, Early Childhood, Special Education, etc.

Career and Technical Education (CTE): Examples include Carpentry, Automotive Mechanic, Business and Marketing, etc.

Educational Specialist: Examples include Guidance Counselor, School Psychologist, etc.

Administrative: Examples include Superintendent, Building Administrator, Curriculum Coordinator, etc.

Cancel **Next**

- c) **Visit Identgo** to make a fingerprinting appointment. There is a \$55 fee for this process.
 1. Click the green *Schedule a New Appointment* box
 2. Agency Name: choose **Department of Education** in the dropdown; confirm on next screen
 3. If you live outside the State of Maine, you can choose the Card Scan Processing program. Follow the dropdown for *Out of State Applicants*. Otherwise,
 4. Applicant Type: **New Hire**
 5. Click to AGREE
 6. Click '*Search by Region,*' then '*Maine*' to see a choice of all locations in Maine.
 7. Choose your location, date and time. Currently appointments at UMF are not being offered due to the pandemic.
 8. On the Applicant Information page, you **do not** need to fill in the Applicant Employer Information section.
 9. You must register ahead of time, as the locations do not accept walk ins.
 10. Take your confirmation (received after registration) and an approved form of ID to the fingerprint site on the assigned date and time. https://www.identgo.com/uploads/general/ME_AcceptableID_031518.pdf

First year and transfer students entering **ALL** UMF Teacher Education programs (ECH, ECS, ELE, Secondary/Middle, SED, School Health and WLK-12) **must be fingerprinted and have a Criminal History Record Check prior to their first practicum**. All students **MUST** provide evidence of their Initial Educational Approval to Field Services prior to going into the field.

Once you have completed both steps, you will be waiting for Approval from the Certification Office. The Department of Education (DOE) does not notify you or UMF of your CHRC approval. You must take the following steps to ensure that you can be enrolled in your first practicum.

Here is the process:

1. Go to this website: <https://neo.maine.gov/doe/neo/TeacherCertification/TeacherCertification>
2. Type in your last name and the last four numbers of your social security number
3. Click 'Submit'
4. If you see "No Data Available" or "No Certification Found at this time" below the blue line, you have not received approval yet
5. If you have received approval, you will see:

Applicant Endorsements on File:

| Type | Class | Level | Endorsements | Valid | Expires |
|---------------|-------|-------|--------------|-------|-------------------------------------|
| CHRC APPROVAL | | | | | with a 5-year date span listed here |

You can also log into your MEIS account and check there, looking for the same information above.

To meet UMF Eligibility requirements for courses with field placements:

1. Print and scan the page; OR
2. Save the page as a PDF; OR
3. Take a screenshot, being sure to include all of the information on the page
4. Email the evidence to wendyk@maine.edu.

See the above websites for more detailed information, or contact Wendy Kennedy, Field Services Administrative Specialist III (wendyk@maine.edu), or Hiram Sibley, Director of Field Services, hiram.sibley@maine.edu. The direct phone number to the DOE for questions is (207)624-6603 or email them at cert.doe@maine.gov.