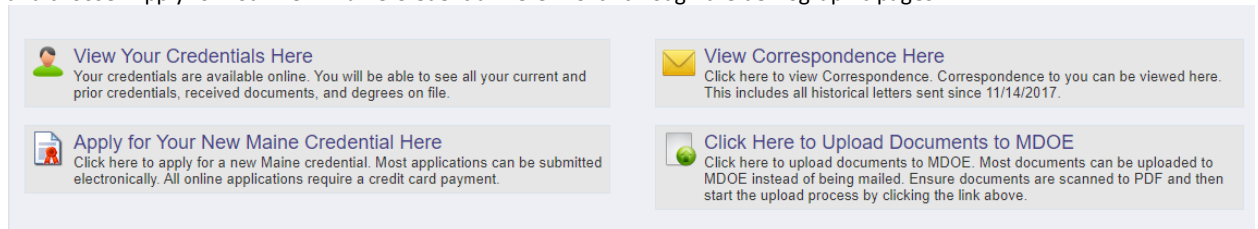


**Fingerprinting and Criminal History Record Check  
For Education Majors**

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.

**1. Create an account on the DOE MEIS database**

- Click on the link [Create a MEIS account](#) to create your DOE online account. This will be used in the future for certification purposes, as well.
- [How to Submit Your CHRC Application](#) – there is a \$15 fee for this process. Once your account is created, log in and choose ‘Apply for Your New Maine Credential Here.’ Click through the demographic pages.



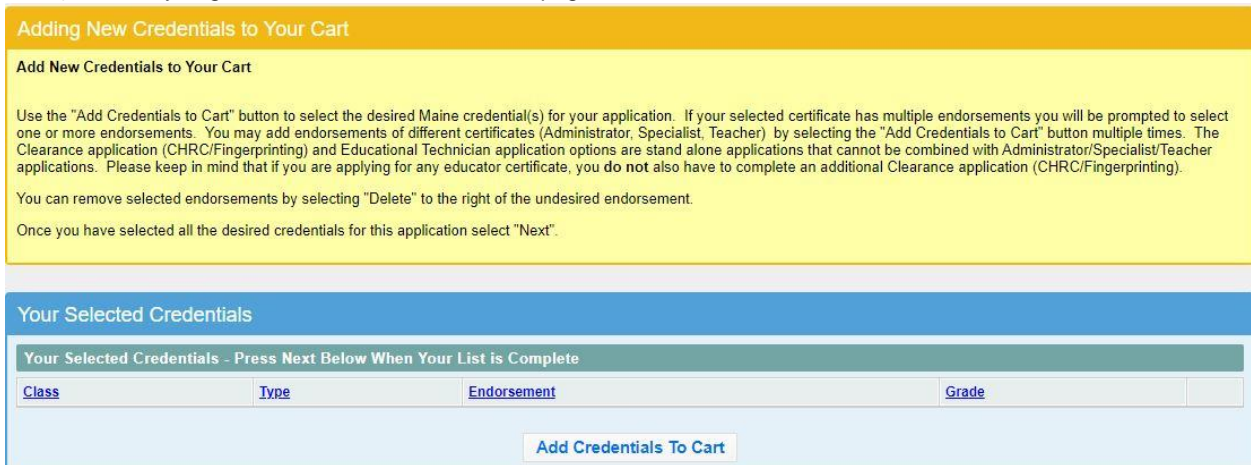
**View Your Credentials Here**  
Your credentials are available online. You will be able to see all your current and prior credentials, received documents, and degrees on file.

**View Correspondence Here**  
Click here to view Correspondence. Correspondence to you can be viewed here. This includes all historical letters sent since 11/14/2017.

**Apply for Your New Maine Credential Here**  
Click here to apply for a new Maine credential. Most applications can be submitted electronically. All online applications require a credit card payment.

**Click Here to Upload Documents to MDOE**  
Click here to upload documents to MDOE. Most documents can be uploaded to MDOE instead of being mailed. Ensure documents are scanned to PDF and then start the upload process by clicking the link above.

- Choose ‘No Bachelor Degree.’
- 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”.

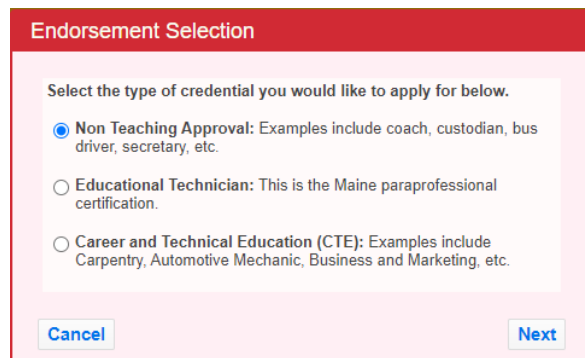
**Your Selected Credentials**

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.

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

**Cancel** **Next**

**If the amount in your cart is not \$15, you did not choose the correct credential.**

- Skip the next three screens by clicking ‘Next’ at the bottom of the page on Steps 10 (Upload Transcript), 11 (Upload Test Results), and 12 (Upload Additional Documents).
- You will then arrive at a screen where you enter your credit card information and finish the application.

## 2. **Fingerprinting Process**

- a) **Visit Identogo** <https://me.ibtfingerprint.com/> to make a fingerprinting appointment. There is a \$55 fee for this process.
- b) Click the green *Schedule a New Appointment* box
- c) Agency Name: choose **Department of Education** in the dropdown; confirm on next screen
- d) 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,
- e) Applicant Type: **New Hire**
- f) Click to AGREE
- g) Click '*Search by Region,*' then '*Maine*' to see a choice of all locations in Maine.
- h) Choose your location, date and time. Appointments are offered at UMF on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month, and the 2<sup>nd</sup> and 4<sup>th</sup> Friday of each month. If you don't see an option to *Schedule* at your chosen location, click on '*Next Week*' on the top right to advance the date.
- i) On the Applicant Information page, you **do not** need to fill in the Applicant Employer Information section.
- j) You must register ahead of time, as locations do not accept walk ins.
- k) Take your confirmation (received after registration) and an approved form of ID to the fingerprint site on the assigned date and time. **Please note – UMF IDs are NOT an acceptable form of identification.** It must be a government-issued ID. Please check this list if you have questions: [https://www.identogo.com/uploads/general/ME\\_AcceptableID\\_031518.pdf](https://www.identogo.com/uploads/general/ME_AcceptableID_031518.pdf)

First year and transfer students entering **ALL** UMF Teacher Education programs (ECH, ECS, ELE, Secondary/Middle, SED, Phys Ed, School Health and WLK-12) **must be fingerprinted and have a Criminal History Record Check prior to their first field experience.** 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://www.maine.gov/doe/cert/status>
2. Click on "I Do Not Have a MEIS Account" (even though this is not true; that is the only way to the site)
3. Type in your last name and the last four numbers of your social security number
4. Click 'Submit'
5. If you see "No Data Available" or "No Certification Found at this time" below the blue line, you have not received approval yet
6. If you have received approval, you will see:

Applicant Endorsements on File:

Type	Class	Level	Endorsements	Valid	Expires
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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. **Be sure your name appears on the evidence along with the approval information.**

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 [kristin.hickey@maine.edu](mailto:kristin.hickey@maine.edu).

See the above websites for more detailed information, or contact Kristin Hickey, Field Services Administrative Specialist III , [kristin.hickey@maine.edu](mailto:kristin.hickey@maine.edu), or Hiram Sibley, Director of Field Services, [hiram.sibley@maine.edu](mailto: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](mailto:cert.doe@maine.gov).