Fingerprinting Instructions for All <u>School-Based</u> Field Experiences with Colorado Department of Education

<mark>*THIS AUTHORIZATION CODE IS YOUR FORM OF PAYMENT*</mark>
<mark>Please note – the College of Education does NOT issue reimbursements for fingerprinting appointments and your authorization code will not work if you have already scheduled your appointment.</mark>

<u>BEFORE</u> you get fingerprinted:

<u>**Step 1:**</u> Create a permanent lifetime "COOL" account on Colorado Department of Education (CDE): (critical step; your fingerprints are tied to this account).

http://www.cde.state.co.us/cdeprof/studentteaching

- Scroll down to or click on "How Do I Submit Fingerprints as a Field Experience Student"
- Read the instructions
- Select "Log in to COOL" to Register for your lifetime CDE "COOL" account

Direct questions to: Student Resource Office education@uccs.edu 719-255-4996

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How Do I Submit Fingerprints as a Field Experience Student?

You must be enrolled in an <u>approved traditional Colorado educator preparation program</u> and know where you'll be placed in a field-based learning experience in a public school before you can be fingerprinted as a Field Experience Student.

1. Create your lifetime account in the COOL system or verify that you are able to log in to your existing account if you have already registered. If you do not complete this step, CDE will not have your account to in which to file the results.

   Log in to COOL

2. Schedule your fingerprinting appointment with one of <u>CBI's approved fingerprinting vendors</u>.
3. Gather the following:

   - A digital image of your valid college/university student ID card which clearly displays your student ID number
   - The name of the school district(s) or charter school(s) where you will be or have been placed in for your field experience

4. Complete the "Programs" section in your COOL account. (Log in to COOL via the button above, select "My Profile" in the blue header (above your name) and then "Programs" in the Preparation section.)

- Create your lifetime account through CDE's "COOL" account by selecting "Register".

Public Educator Search   Login   Register

COLORADO
Department of Education

Colorado Online Licensing

Login

Username or Email

Password

Login   Forgot Username?
Forgot Password?
Create an account

- The following page will ask you enter in the following personal information. Please fill out this page to see if you already have a CDE account.

Public Educator Search   Login   Reg

COLORADO
Department of Education

Colorado Online Licensing

Welcome, Colorado Educator!

Search for an account.

First Name *

Last Name *
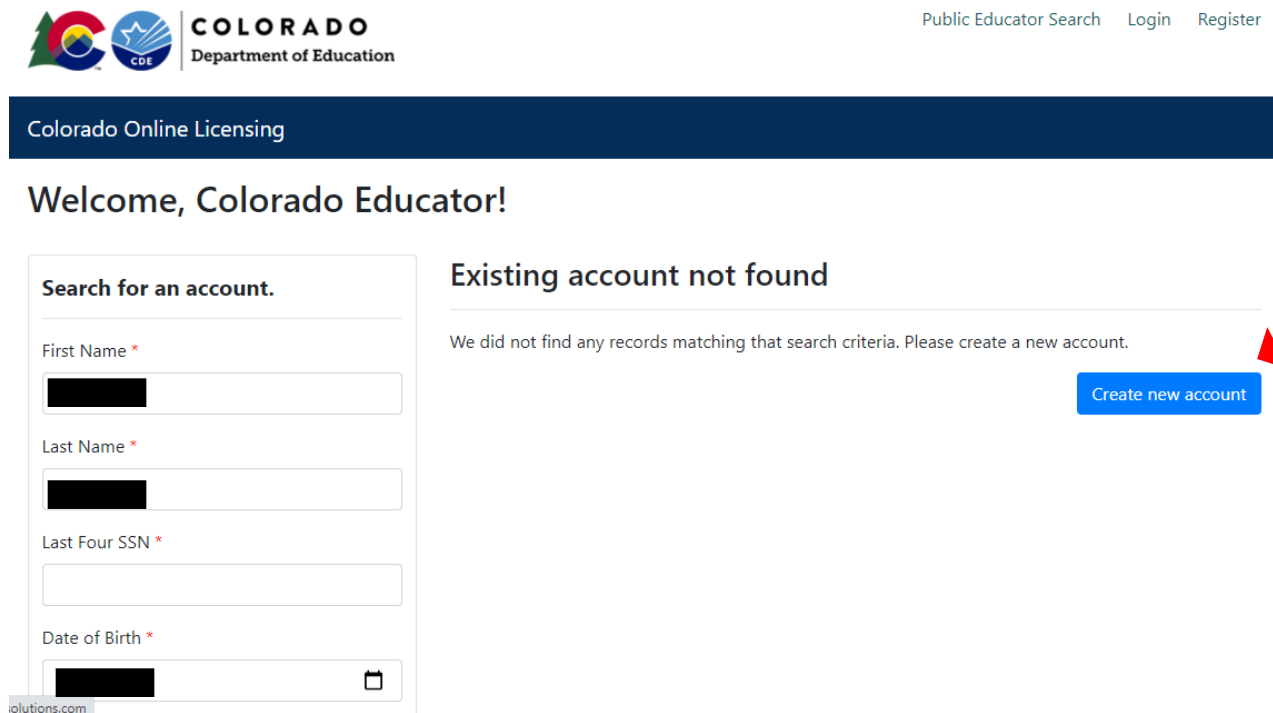
First, let's see if you have an account.

Use the search form on this page to begin the registration process.

If you have had any direct or indirect interaction with the CDE you may already be in our database. These interactions may have included:

- Creating an eLicensing account (only one account per person, per lifetime is permitted)
- Holding a current or expired Colorado credential
- Submitting fingerprints to the Colorado Bureau of Investigation for licensing purposes
- Submitting test scores to CDE

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If you do NOT have a CDE account, select "Create new account"

- Create your lifetime account with CDE using your **Legal Name** as it appears on your government-issued photo ID (Driver's license, passport, military ID, etc.) Student ID is NOT acceptable.
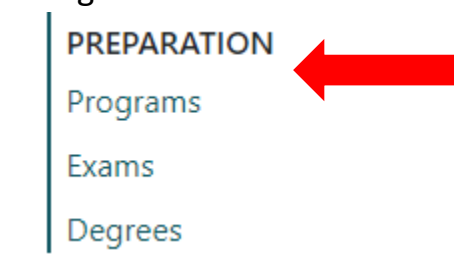
Fingerprinting Instructions for All <u>School-Based</u> Field Experiences with Colorado Department of Education
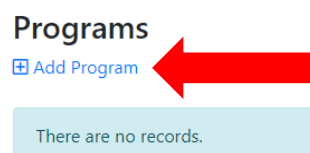
- After creating your "COOL" account, you will receive a confirmation text message to confirm your phone number and the following page will appear.
- **<u>Step 2:</u>** Save UCCS as your school preparation program. Select "My Profile"
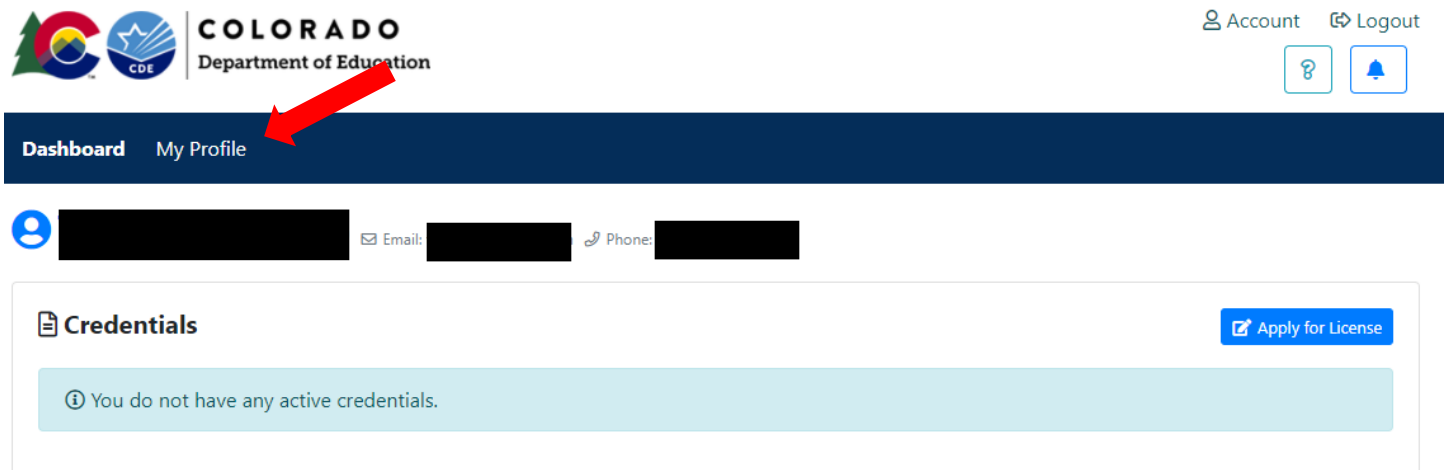
- Look at the left-hand side of the screen. Scroll down to "Preparation" then select "Programs"

- Select "Add Program"

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To fill out the next step, you must know where your field placement is taking place OR select "No Placement"

- Select "University of Colorado-Colorado Springs" as your school
- Enter your Student ID number under "School Identification Number"

Programs

⊙ Back

This form must be completed by a student that is enrolled in a traditional educator preparation program in Colorado who has submitted fingerprints to the CBI specifically for field placement/student teaching placement in Colorado. This process is for Colorado placements only and is not for placements outside of Colorado.

   i. BEFORE beginning, you must know where you are being placed for field experience and/or your student teaching. If you are not being placed yet, wait to submit this form until you know this information OR select "No Placement" when asked. Fields with erroneous data may be rejected and you may need to begin this process over again. If you change educator preparation programs you must submit a new form under your new preparation program.
   ii. If you have not already done so, we highly recommend you read the information on our website regarding student teachers and fingerprinting at http://www.cde.state.co.us/cdeprof/studentteaching

Educator Preparation Program

Select your Colorado traditional preparation program. If your program is not listed here, then you cannot submit this form.

> University of Colorado-Colorado Springs ⌄

School Identification Number

Enter the number of your student Id without any dashes issued by your educator preparation program. This number is needed for your college/university to be able to view your criminal history results. If your school identification number is different than the number shown on your actual ID, use that number. If you enter a number that your Licensure Officer is unfamiliar with, they will not be able to research your background information.

> 111111111

- **UNDER "COMPLETION DATE" DO NOT PUT THE DATE OF GRADUATION. PUT THE DATE YOUR DEGREE WILL BE POSTED ON YOUR TRANSCRIPT.** If your completion date changes, you may go back into your account and change the date. When in doubt, put June 1st.
- **Please refer to the Office of the Registrar website to find the date in which your degree will be posted. https://registrar.uccs.edu/transcripts**

Date Started

The date your educator preparation program started.

> mm/dd/yyyy 📅

Completion Date

The completion date or the expected completion date of your educator preparation program.

> mm/dd/yyyy 📅

District Placement

Select from the list where you will be placed. If you are unsure of placement, select "No Placement."

> No Placement ⌄ **-4996**

Second District Placement

> Select ⌄

Step 3: <u>REGISTER ONLINE FOR FINGERPRINTING</u>

Go to identogo.com

Click blue tab on the upper righthand corner labeled "GET FINGERPRINTED"

Scroll down to "Select a Fingerprinting Service by State" and select "Colorado" in the drop down arrow.

Select "Go"

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Scroll down to "Enrollment Services (Select an option below to get started)"

Select "Digital Fingerprinting"

Enter **Service Code: 25YQZV** and select "Go"

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IdentoGO

Enter your Service Code to get started.

`25YQZV` **GO**

Don't know your Service Code?
Contact your agency or **click here.**

IdentoGO® has a growing number of convenient locations across the U.S. to meet your identity-related needs.

⚠ **COVID-19 DELAYS**   (See All Important Notices)

☑ **Check the Status of your Service**
Check your status or reprint your cardscan registration form.
For additional help, call 855.845.7434.

📅 **Manage an existing Appointment**
Reschedule an existing appointment or schedule a retake.

Click on Schedule or Manage Appointment.

IdentoGO

25YQZV - Colorado Educator Preparation Program

‹ Back to Home

› **Schedule or Manage Appointment**
Schedule an in-person appointment or change an existing appointment.

What do I need to bring to enrollment?
Find out which documents you need to bring to the enrollment center to facilitate processing.

Locate an Enrollment Center
Locate and get directions to an enrollment center near you.

Submit A Fingerprint Card by Mail
Complete the pre-enrollment information necessary to submit a fingerprint card enrollment by mail.

Check the Status of your Service

Manage an existing Appointment

https://uenroll.identogo.com/workflows/25YQZV/appointment

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Complete information to register.

Once you reach "Personal Questions" make sure to select "Yes" for the question "Do you have an Authorization Code (Coupon Code) that you will be using as a method of payment**". YOUR INSTRUCTOR WILL ISSUE YOU A ONE TIME PAYMENT CODE.**

Fingerprinting Instructions for All <u>School-Based</u> Field Experiences with Colorado Department of Education

Select "Next" to move to the next section. *Authorization code will be entered once you get to the payment section.*

There are two Identogo locations in Colorado Springs.

Here is where you will enter the unique authorization code sent to you by the SRO:

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IdentoGO

English

25YQZV - Colorado Educator Preparation Program

| Documents | Location | **Payment** | Date and Time |

* Required Fields

Enter Payment Information

Please enter your payment information below. Then click 'Next' to complete your transaction or 'Cancel' to exit.

Apply Authorization Code

Authorization Code

| [   ] | Apply Coupon |

25YQZV - Colorado Educator Preparation Program	$49.50
Total Amount Due	$49.50
	(non-refundable)

✖ Cancel   **< Back**   **Next >**

Step 4: Complete registration.

==*THE AUTHORIZATION CODE IS YOUR FORM OF PAYMENT. IN ORDER TO PAY FOR YOUR FINGERPRINTING APPOINTMENT YOUR INSTRUCTOR WILL PROVIDE YOU WITH A ONE TIME PAYMENT CODE*==

Step 5: Fingerprinting Appointment:

At the Fingerprinting appointment you must have your government-issued photo ID card with you and your order ID from your registration. You will receive an electronic receipt, but you can also ask for a hard copy receipt when fingerprinting is done. **A copy of this receipt needs to be submitted to the Student Resource Office in the College of Education, instructions below.**

Step 6: **AFTER** Fingerprinting Appointment:

Go to the College of Education website: https://coe.uccs.edu/student-resource-office/fingerprints

-> Student Resource Office -> Fingerprinting

1) Scroll down and select "Upload Receipts Here"

Fingerprinting Instructions for All <u>School-Based</u> Field Experiences with Colorado Department of Education

- Please fill out the following form
- **<mark>Upload a copy of your receipt from the email you received from Identogo or a clear image of your physical receipt.</mark>**

IF YOU DO NOT SUBMIT YOUR RECEIPT THE STUDENT RESOURCE OFFICE WILL CONTACT YOU UNTIL YOU DO.

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