

# Fingerprinting Instructions for All School-based Field Experiences

Direct questions to: Student Resource Office [education@uccs.edu](mailto:education@uccs.edu) 719-255-4996

## **BEFORE** you get fingerprinted:

Create a permanent eLicensing account on Colorado Department of Education: (critical step; your fingerprints are tied to this account)

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

The screenshot shows the Colorado Department of Education website. At the top right is a 'CONTACT US' link. The main header features the Colorado Department of Education logo and a search bar with a 'Search' button and a 'SITE INDEX' link. Below the header is a navigation menu with links for 'FAMILIES', 'EDUCATORS', 'DISTRICTS', 'COMMUNITIES', and 'SCHOOLview'. A teal banner below the navigation menu reads 'STAY INFORMED: Visit CDE's COVID-19 Resources for Schools page'. The main content area has a 'Home' link and a section titled 'Fingerprinting for Field Experience Educators (Student Teachers)'. Below this is a 'Jump to:' section with links for 'Definitions', 'What's New?', 'How Do I Submit Fingerprints as a Field Experience Student?', and 'Frequently Asked Questions'. A red arrow points to the 'How Do I Submit Fingerprints as a Field Experience Student?' link. On the right side, there is a vertical menu with links for 'Educator Talent Home', 'Preparation', 'Licensing', 'Educator Effectiveness', 'Development', 'Principal Resources', 'Early Childhood Workforce Development', and 'Colorado Teaching Jobs'.

### 1) Scroll down to

### “How Do I Submit Fingerprints as a Field Experience Student”

#### How Do I Submit Fingerprints as a Field Experience Student?

You must be enrolled in an approved traditional Colorado educator preparation program and must already be placed, or 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.

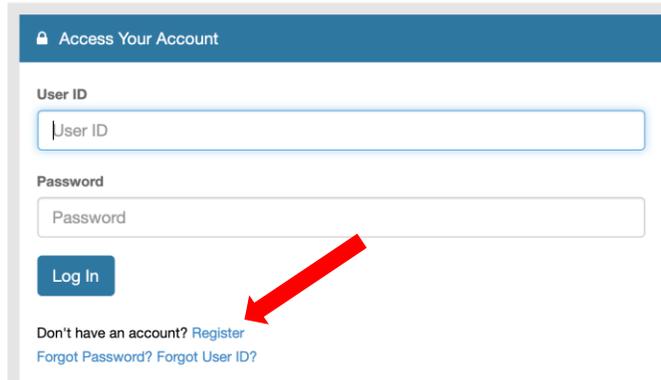
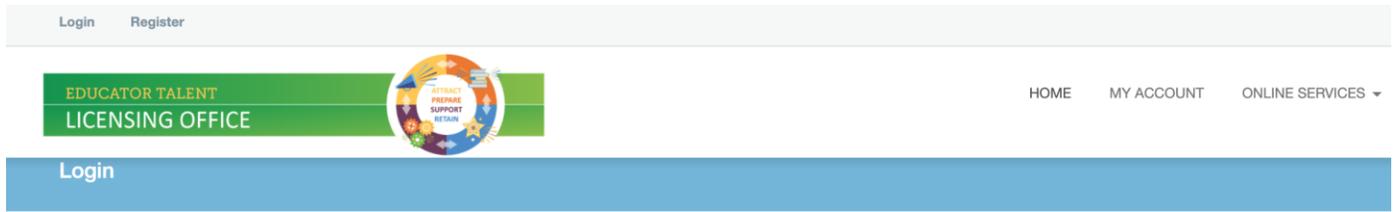
1. Create your lifetime account in the eLicensing system, or, ensure that you are able to log in to your existing account if you have already registered. If you do not complete this step, CDE will not have your account to file the results in and you may need to repeat the process after you have created this account.

[Log in to eLicensing](#)

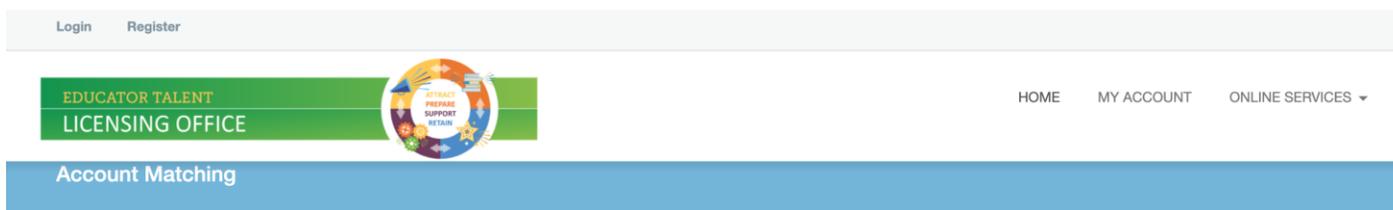
2. Schedule your fingerprinting appointment with one of CBI's approved fingerprinting vendors.
3. Gather the following:
  - A digital image of your valid college/university student ID card which clearly displays your student ID number
  - The name of the school district(s) or charter school(s) where you will be or have been placed in for your field experience
4. Submit the required Field Experience Background Information Form as soon as you have submitted your fingerprints. This form must be submitted **AFTER** you submit your fingerprints.

[Field Experience Background Form](#)

2) After clicking on the “Log in to eLicensing” button, it will take you to this page. Make sure to “Register” for your lifetime account with CDE.



You will also see this page letting you know you will only be permitted **one** CDE lifetime account.



Fields marked with an asterisk \* are required.

Step 1. Individual

Register as:

- Individual
- Business

#### Register as an Individual

**Important Note:** The Colorado Department of Education does not issue credentials to businesses, schools, school districts, or any entity other than individuals. Leave the setting of the question above on "Individual." (The business option shows up here only because it's a requirement of other Colorado agencies that use this licensing system.)

If you are here on behalf of a school, school district, or any other entity, register your account under *your* legal name. Do not register using the name of your organization.



Account Matching

If you attempt to register as a business, your account will be closed and any applications submitted under that account will become null and void.

Past CDE Contact

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

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

Is there a chance you're already in our database?

- Yes  
 No

Next Cancel

3) 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. Also note, you must verify your email address to make the account “active. Please choose an email you have easy access to.



Registration

Account Information

\* denotes required fields

\*User ID

\*Email

\*Password

Confirm Password

Personal Information

\*First Name

**NEXT: REGISTER ONLINE FOR FINGERPRINTING**

Go to <https://www.identogo.com/>

Click on blue tab on the upper righthand corner labeled “GET FINGERPRINTED”



# COVID-19 Impact on Enrollment Centers

Due to the impact of the COVID-19 pandemic, we are experiencing a temporary reduction of enrollment center hours as well as some office closures.



[Learn More](#)

Scroll down and find “Fingerprinting Service by State” and select “Colorado” in the drop down arrow. Select “Go”



## DIGITAL FINGERPRINTING

### Select a Fingerprinting Service by State

Colorado ▾

[Go](#)



IdentoGO Centers provide convenient, fast and accurate Live Scan fingerprinting services. Whether you are required to be fingerprinted by a government agency or for employment, our trained Enrollment Agents will ensure that your paperwork is in order, take your fingerprints, process the request and have you on your way in no time!

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

Select "Digital Fingerprinting"

### Enrollment Services

Select an Option Below to Get Started



**Digital Fingerprinting**

Fingerprinting for state and federal agency or employment requirements: Schedule a New Appointment, Change an Existing Appointment or Check your Status.



**Photo Services**

Many Identogo Centers provide professional photos for official documents such as passports, immigration documents and visas.

Select



**Fingerprint Card**

Fingerprint Cards are an excellent item to store in your personal records, for you and your family members.



Enter **Service Code:** 25YQZV

and select "Go"



English ▾

### Enter your Service Code to get started.

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.



English

## 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.

<https://uenroll.identogo.com/workflows/25YQZV/appointment> [Check the Status of your Service](#)



[Manage an existing Appointment](#)

Complete information to register.



English

## 25YQZV - Colorado Educator Preparation Program

Essential Info

Citizenship

Personal Questions

\* Required Fields

Please enter your information below (letters, spaces, hyphens (-), and apostrophes (') are allowed in name fields). Then click 'Next' to check the status of your service or 'Cancel' to exit.

Name / Method of Contact  UE ID / Date of Birth

#### Notes:

- Important! You must finish the registration process to be fingerprinted. You will receive an email or confirmation number when registration is complete.
- Legal Name must match exactly on all identification documents brought to enrollment.
- Remember the phone numbers and/or email address provided below, as they will be used to retrieve your information during your in-person enrollment.

### Legal Name

\* First Name

\* Middle Name (or NMN if no middle name)

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". **The Student Resource Office (SRO) will issue a one time payment code to you when you provide your student ID number, email, and phone number to them in the form of an email to [education@uccs.edu](mailto:education@uccs.edu).**



## 25YQZV - Colorado Educator Preparation Program

Essential Info

Citizenship

Personal Questions

Personal Info

Address

\* Required Fields

Please answer the questions below. Then click 'Next' to continue or 'Cancel' to exit.

\* Have you ever used an alias?

Yes

No

\* Is your mailing address the same as your residential address?

Yes

No

\* Do you have an Authorization Code (Coupon Code) that you will be using as a method of payment?

**NOTE:** Please have Authorization Code available to enter on the website later in the scheduling process.

Yes

No

Cancel

Back

Next

Select "Next"

There are two Identogo locations in Colorado Springs.

**Note:** Your registration is not yet complete. You must select a location, as well as a date/time on the following pages prior to receiving your appointment confirmation.

Search for an Enrollment Center by Postal Code, City and State, or Airport Code.

Number of Results:

5

80918

Use My Location

Search

Location	Address	Next 7 Days	Distance
> Colorado Springs, CO	6011 E Woodmen Rd	12 appointments available	3.46 mi
> Colorado Springs, CO	1670 E Cheyenne Mountain Blvd	204 appointments available	8.49 mi
> Calhan, CO	556 Colorado Ave	7 appointments available	26.79 mi
> Canon City, CO	3245 E US Highway 50	0 appointments available	39.31 mi
> Parker, CO	11960 Lioness Way	14 appointments available	43.49 mi

Cancel

Back

Next

Use Authorization Code issued to you by the SRO and select "Next"



English

## 25YQZV - Colorado Educator Preparation Program

Documents > Location > **Payment** > Date and Time

Enter Payment Information \* Required Fields

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
<b>Total Amount Due</b>	\$49.50 <i>(non-refundable)</i>

Cancel Back Next

(\* Authorization Codes are assigned by the SRO--Student Resource Office)

Complete registration; **screen shot order number and appointment date and time and send to [education@uccs.edu](mailto:education@uccs.edu) as confirmation of appointment.**

**\*THE AUTHORIZATION CODE IS YOUR FORM OF PAYMENT. IN ORDER TO PAY FOR YOUR FINGERPRINTING APPOINTMENT PLEASE CONTACT THE STUDENT RESOURCE OFFICE TO ISSUE YOU A ONE TIME PAYMENT CODE\***

### THIRD: Fingerprinting Appointment:

At 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.**

### AFTER Fingerprinting:

Go to the College of Education website → <https://coe.uccs.edu/student-resource-office/fingerprints> → Student Resource Office → Fingerprinting

- 1) Scroll down and select the "Upload Receipts Here" tab



## UCCS College of Education Fingerprinting Receipt Form

Student ID *	First Name *	Last Name *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Academic Program		
<input type="text"/>		
<b>Fingerprinting Receipt</b>		
Attach Fingerprinting Receipt *		
<input type="button" value="Browse"/>		
		
<input type="button" value="Submit"/>		

- 2) Please fill out the form to include your Student ID, First and Last Name, and upload a copy of your receipt from the email you received from Identogo. Alternatively, you may scan (or take a picture) and upload a copy of the paper receipt given to you during your fingerprinting appointment.
- 3) Go back to CDE website to your permanent account to fill out your Field Experience Background Information Form. Choose districts to which you are assigned or hope to be assigned. This allows districts to verify your fingerprint information.