



Fingerprinting and Criminal History Record Check For Education Majors

The Fingerprinting and the Criminal History Record Check **require two separate 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 **both steps** below:

1. Register online for fingerprinting at <http://www.identogo.com/>
 - a. Choose Maine in the *Search for services by state* dropdown, click 'Go'
 - b. Scroll down and click in the *Digital Fingerprinting* box
 - c. Click the green *Schedule a New Appointment* box
 - d. Agency Name: choose **Department of Education** in the dropdown; confirm on next screen
 - e. Applicant Type: **New Hire**
 - f. Click to AGREE
 - g. Click 'Go' next to the word *Maine* in the second gray box to see a choice of all locations in Maine.
 - h. Choose your location, date and time. Appointments at UMF are offered on the 2nd Saturday of every month. Click on 'Next Week' above the grid until you see the 'Click to Schedule' link on the Farmington line on the calendar
 - i. On the Applicant Information page, you **do not** need to fill in the Applicant Employer Information section. You must register ahead of time, as the locations do not accept walk ins. **There is a one-time \$55 fee for this process.** Take your confirmation (received after registration) and an approved form of ID ([Acceptable Forms of ID](#) on the *Forms and Links* page) to the fingerprint site on the assigned date and time.
2. **Mail** an Application for Initial Educational Approval to the Department of Education (DOE), form EFC-300-C REV 6/18. You may use the form provided on the reverse side, or go to <https://www.maine.gov/doe/cert/fingerprinting> and click on **Application Approval Form** to print a blank copy of this form. A **\$15 non-refundable fee** must be mailed with this application. Make checks payable to: Treasurer, State of Maine. This cannot be submitted online.

These two steps can be concurrent – **you do not need to complete the fingerprinting before sending in the CHRC application.** If you have not yet been fingerprinted, answer 'No' to the question on the form and write in the date of your appointment.

First year and transfer students entering **ALL** UMF Teacher Education programs (ECH, ECS, ELE, Secondary/Middle, SED, and School Health) **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 (EC-300-C) 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) has changed the process and is no longer issuing and mailing cards as evidence of CHRC approval.

Here is the new procedure:

- 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

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 II (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.

(OVER)

MAINE DEPARTMENT OF EDUCATION
APPLICATION FOR INITIAL EDUCATIONAL APPROVAL

1. NAME (First, MI, Last, and optional suffix such as Jr., III)		2. Social Security Number - -		3. Other name(s) under which Your records are filed		DATE
4. Mailing Address			5. EMAIL Address		6. City or Town	7. State
9. Home Phone	10. Sex ___ Male ___ Female	11. Date of Birth / / mo. day yr.	RETURN TO: DEPARTMENT OF EDUCATION CERTIFICATION OFFICE 23 STATE HOUSE STATION, AUGUSTA, ME 04333-0023			

THE FOLLOWING QUESTIONS MUST BE ANSWERED AND THE BOX CHECKED:

- | | | |
|---|---------|--------|
| 1. Have you ever had any professional certificate or license revoked or suspended or voluntarily surrendered it? | YES ___ | NO ___ |
| 2. Have you ever received a reprimand or other disciplinary action involving any professional certification or license? | YES ___ | NO ___ |
| 3. Have you ever been convicted of any misdemeanor or felony offense no matter the age? (this would include OUI's) | YES ___ | NO ___ |
| 4. Have you ever been substantiated by any states health and human services department for child abuse, either sexual or physical? | YES ___ | NO ___ |
| 5. Are you required to register as a sex offender in any state? | YES ___ | NO ___ |
| 6. Do you currently have any outstanding criminal charges or warrants of arrest pending against you in this state or another state or country? | YES ___ | NO ___ |
| 7. Have you ever been investigated by an employer for inappropriate conduct or left a position while an investigation was pending, or to stop an investigation from moving forward? | YES ___ | NO ___ |

If the answer is yes to any of the above, please attach a detailed explanation.

- I understand that this application contains no misrepresentations or falsehoods. I understand that misrepresentations or falsehoods may be cause for denial or revocation of my educational credential. I understand that I must notify the Commissioner of the Maine Department of Education in writing within 30 days if in the future the answers to any of these questions change.

Have you had your fingerprints taken as required by the Criminal History Record Check? (See enclosed instructions.)

___ YES ___ NO

If yes, where _____ Date: _____

I authorize the Dept. of Education to charge the applicable fees for this application:

M/C ___ VISA ___ EXPIRATION DATE _____ CREDIT CARD NUMBER _____

I hereby declare or affirm under penalty in the law for unsworn falsification that this application, and any supporting documentation provided in support of this application, contains no willful misrepresentations or falsifications and that the information given by me is true, accurate, and complete to the best of my knowledge and belief, and so far as based on information and belief, I believe the information to be true. I understand that my answers may be verified and that I may be declared ineligible for certification and subject to civil or criminal penalties if there are any misrepresentations.

SIGNATURE OF APPLICANT _____ **DATE** _____