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.
   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, 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 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:

<table>
<thead>
<tr>
<th>Type</th>
<th>Class</th>
<th>Level</th>
<th>Endorsements</th>
<th>Valid</th>
<th>Expires</th>
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<tbody>
<tr>
<td>CHRC APPROVAL with a 5-year date span listed here</td>
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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.

(OVER)
MAINE DEPARTMENT OF EDUCATION
APPLICATION FOR INITIAL EDUCATIONAL APPROVAL

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<tr>
<th>1. NAME (First, MI, Last, and optional suffix such as Jr., III)</th>
<th>2. Social Security Number</th>
<th>3. Other name(s) under which Your records are filed</th>
<th>4. Mailing Address</th>
<th>5. EMAIL Address</th>
<th>6. City or Town</th>
<th>7. State</th>
<th>8. Zip Code</th>
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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 state’s 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 ________________

EFC-300-C REV 6/18