

## Fingerprinting and Criminal History Record Check

Fingerprinting and Criminal History Record Check **is a two-part process**. They are required 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.

To receive approval:

1. Register online for fingerprinting at <http://www.informe.org/cgi-bin/doe/fingerprint.pl>. If you do not register, you will not be able to have fingerprints taken. **There is a one-time \$55 fee for this process**. Take your confirmation number (received after registration) and a picture ID (a driver's license or Maine State ID is preferred) to the fingerprint site on the assigned date and time.
2. Mail an Application for Initial Educational Approval to the Department of Education, form EF-C-300-C . You may use the form on the reverse side, or go to <http://www.maine.gov/education/forms/cert.htm> and choose Application for Initial Education Approval EF-C-300-C to print a blank copy of this form. A **\$15 non-refundable fee** must be sent with this application.

**These two steps can be concurrent** – you do not need to have completed the fingerprinting to send in the CHRC application.

If you are approved, you will receive your approval card via US mail, after the DOE receives the results of the criminal history record check from the FBI and Maine State Police.

Students entering **ALL** UMF Teacher Education programs ( ECH, ECS, ELE, Middle/SEC, SPED, and School Health) in the **Fall of 2011 must be fingerprinted and have a Criminal History Record Check prior to their first practicum.**

All returning students are encouraged to undergo the fingerprinting and Criminal History Record Check as soon as possible, but they **MUST** show their Initial Education Approval EF-C-300 card to Wendy Kennedy prior to receiving Student Teaching placement information.

See the above web sites for more detailed information or contact Wendy Kennedy, Administrative Assistant, Field Services ([wendyk@maine.edu](mailto:wendyk@maine.edu), 778-7263), or Ann Lynch, Director of Field Services, [annlynch@maine.edu](mailto:annlynch@maine.edu), (207) 778-7171.

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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. Street Address (if different)		6. City or Town		7. State
							8. Zip Code
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	

1. Have you ever been convicted of any crime other than a minor traffic offense? \_\_\_\_ YES \_\_\_\_ NO
2. Have you ever had any professional or paraprofessional certificate suspended or revoked in any state or voluntarily surrendered a professional or paraprofessional license or certificate? \_\_\_\_ YES \_\_\_\_ NO
3. Have you ever resigned following allegations of physical or sexual abuse? \_\_\_\_ YES \_\_\_\_ NO

Have you had your fingerprints taken as required by the Criminal History Record Check? (See enclosed instructions.)  
 \_\_\_\_\_ YES                      \_\_\_\_\_ NO

If yes, where \_\_\_\_\_ Date: \_\_\_\_\_

I hereby certify that this application contains no willful misrepresentations or falsifications and that the information given by me is true and complete to the best of my knowledge and belief. I understand that my answers may be verified and that I may be declared ineligible for approval if there are any misstatements.

**SIGNATURE OF APPLICANT** \_\_\_\_\_ **DATE** \_\_\_\_\_

You may elect to use M/C or VISA to pay the amount due. Please check card type used and enter correct information.

M/C \_\_\_\_\_ VISA \_\_\_\_\_ EXPIRATION DATE \_\_\_\_\_ ACCOUNT NUMBER \_\_\_\_\_

Cardholder Signature Required: \_\_\_\_\_

[illegible]

Unless you receive an exception, you will be approved to be employed in the schools of Maine in a position for which you are otherwise qualified. The local school unit is responsible for determining whether you are otherwise qualified for a job category.