

# Instructions for CDE Fingerprinting

From CDE Fingerprinting Site for Field Experience Educators (Student Teachers) at <http://www.cde.state.co.us/cdeprof/studentteaching>

To successfully complete the CDE background check process, **you must complete ALL of the following steps in order.**

## 1. Create your lifetime Colorado Department of Education (CDE) Online Licensing ("COOL") account at <https://cool.randasolutions.com>

- Step 1**  
Set-up  
CDE  
Account
- Create your CDE account first!** If you do not setup your CDE online licensing account first, CDE will not have an account to attach your fingerprints to and this may result in you having to repeat the fingerprinting process.
  - Make sure to enter your **correct Social Security Number**. Failure to do so may result in having to repeat the process.
  - Note: If fingerprints are not matched with a COOL account with a **completed application or Program section within 30 days**, those fingerprints will be expunged and new fingerprints will need to be taken.

## 2. Schedule your appointment & complete fingerprinting

- Step 2**  
Get CDE  
Finger-  
prints
- CTE recommends using [Colorado Fingerprinting](#) (they have a location across the street from CMU at Copy Copy)
    - Service Code/CBI Unique ID for Field Experience at 6188EPPI**
  - Use the [CDE website](#) to search for other locations throughout Colorado.
  - Before the fingerprinting appointment gather:
    - Valid college/university student ID card & CMU 700#** (ITL Students: contact [itl@coloradomesa.edu](mailto:itl@coloradomesa.edu) for assistance) The "University ID code" or School ID# for fingerprinting is your **9-digit, CMU ID# or "700#"** (not the 13-digit, library ID#)
    - Name of the school district(s)** where you will be or have been placed in for your field experience; Ex: **Mesa County D51**
    - A valid (non-expired) government-issued ID**, such as a driver's license, **and your correct Social Security Number!**
    - Payment** – approx. \$56.00. Cash & checks not accepted. Colorado Fingerprinting requires payment at registration.
    - Correct Service Code Number:** take a copy of the service code number with you. At your appointment, check that they have the right code assigned to your prints—CDE has several codes for different workers and teachers.

## 3. Complete the "Programs" section in your COOL account for the CMU Teaching Program

- Step 3**  
Enter CTE  
Program  
Info in CDE  
Account
- Log into your CDE [COOL account](#)
  - Select "My Profile" in the blue header (above your name)
  - Go to "Programs" in the Preparation section
  - Enter information for the CMU Teacher Ed program
    - You will need to upload a capture of your MAVcard. We recommend taking a photo with your phone.
    - The school ID#/university code is **your 9-digit, CMU 700#** (NOT 13-digit, library ID# on MAVcard)
  - Enter the name of the school district(s) or charter school(s) where you will be placed for field experiences, like Mesa County School District #51. This will give the district permission to view your background check.
- Expected Graduation Dates:**

  - For December graduates, enter December 31<sup>st</sup>
  - For May graduates, enter June 1<sup>st</sup>
  - Your prints expire 30 days after the date entered

**Tip: double check 700#**

## 4. Check the status of your CDE background check in the Profile section of your COOL account

- Step 4**  
Check CDE  
Profile &  
Submit  
Results to  
Teacher Ed
- Send your results to Teacher Ed
    - To print your results, use Ctrl-P. Turn in the printout of the results with your application to Teacher Education.
    - You may also take a screen capture or PDF of your results and email it to [Mary Kienietz](mailto:Mary.Kienietz) or [Devyn Elliott](mailto:Devyn.Elliott).
  - Results:** If a **Cleared FP Background Check** message is showing, you are **GOOD to go!**
    - If **no background check results** are showing for you in your **Profile** section within two weeks of fingerprinting, make sure you have completed the "Programs" section in your COOL account (step 3), and then contact [CDElicensingBackgroundUnit@cde.state.co.us](mailto:CDElicensingBackgroundUnit@cde.state.co.us) about your situation.
    - If the message, "Enforcement Review Needed," shows in your account, it means that something in your background was flagged. Please follow up with [Mary Kienietz](mailto:Mary.Kienietz) - [mkieniet@coloradomesa.edu](mailto:mkieniet@coloradomesa.edu) for next steps.
  - For information on circumstances that shall result in denial, suspension, revocation, or annulment of a Colorado Educational Credential, see <http://www.cde.state.co.us/cdeprof/enforcement>

# Create Order

1 Order Options

2 Schedule Appointment

3 Billing Code

4 **Service Types**

5 Personal Information

6 Fingerprint Information

7 Review Order

8 Payment Details

9 Order Confirmation

## Service Types

Please select the options for the service you require. If you are not sure which service you need please consult with the agency/employer that requested you get fingerprinted. You are responsible for any fees associated with the service you select.

Why do you need to get fingerprinted? \*

CO Licensure/Employment CABS

Select one and read the service description below.

### CO Licensure/Employment CABS

Colorado Bureau of Investigation (CBI) fingerprint processing for licensure/employment in Colorado. Order if instructed by your employer or licensing agency and you have the CBI unique ID. If you are unsure of the CBI unique ID you are to use, you may use the lookup tool; however we recommend you contact your agency/employer directly to receive that information. You are responsible for any fees associated with the CBI unique ID you enter/select.

What is your reason for CO Licensure/Employment CABS? \*

FIELD EXPERIENCE EDUCATORS 22-2-119 3

**Please enter your information below. Then click 'Next' to continue.**

CBI Unique ID :\*

6188EPPI