Verifying CDE Background Check for Student Teaching

The CDE Background check should have been completed when you applied to the Teacher Ed Program. You will need to make sure results are still showing. We also recommend that you set the expected graduation date in the "Programs" section of your COOL account for one month AFTER your expected graduation date.

1. **Log in to your CDE COOL** account & check your PROFILE
   a. Check to see if your background check results are still showing in your CDE account. If so, skip to step 2.
   b. If there are no results but you have completed fingerprinting, make sure you have completed the Programs sections – it links your prints to your CDE account and gives D51 & CMU access to results. See step 3 of CDE Background Check Instructions for guidance on completing Programs section.
   c. If your Programs section is complete but there are no results or results are expired, see step 2 of the CDE Background Check Instructions to get reprinted.

2. **Check Programs section in COOL account:**
   a. Make sure your programs section is completed and identifies the correct district where you will be student teaching. **Select D51 Mesa County** if being placed in the Mesa County area.
   b. **Check that your graduation date is correct**. If the date has already passed, then your fingerprints and background check are likely expired, and you will likely need to get re-fingerprinted. See step 2 of the CDE Background Check Instructions.
   c. Check to see if you need to change your expected graduation date:
      i. **Prints expire 30 days after the expected graduation date** entered into the programs section, and you cannot apply for your teaching license until you receive your transcripts showing your degree, which can be up-to two weeks after graduation.
      ii. December graduates, we recommend you enter December 31st; any date before 12/15 should be updated
      iii. May graduates, we recommend you enter June 1st; any date before 5/15 should be updated
   d. If you need to update your expected graduation date and are not able to, you may need to create a new "Program" record in your COOL account.
      i. Make sure all of your information, SS#, 700#, district, expected graduation date, etc. are all correct in the new Programs record.
      ii. You should be able to delete the old Programs record.

3. **If your background check is expired, you will have to get re-fingerprinted for student teaching.**
   a. Please see the instructions found at this link.