Policy Title: COE Background Check Policy

Approved: Mary Snyder, Dean, College of Education

Approved Faculty Vote: April 2013

College of Education Background Check Requirements for Admission

All College of Education Applicants must complete a general background check as part of the admissions requirements. Students who have completed a background check for employment and can provide proof do not have to repeat this process for admission.

Procedures:

1. Go to website (https://www.cbirecordscheck.com/Index.aspx)
2. Click on Individuals
3. $6.85 is the cost to receive the results
4. Print a copy of the background check and turn in with your admissions materials Current CO school or agency employees who completed a background check for employment may provide a copy of their CO license or a copy of the results of the background check used for employment.

College of Education Background Check Requirements for Fieldwork

College of Education students who will complete a field experience as part of their degree program must submit fingerprint cards to the Colorado Bureau of Investigation in order to be appropriately screened by the College of Education before entering schools or agencies as a fieldwork student. Students who have completed a background check for employment and can provide proof do not have to repeat this process as part of their fieldwork requirements.
Procedures:

Four steps should be followed:

1. Use a fingerprint card provided by a local Law Enforcement Agency (CDE no longer provides cards)

   You can obtain a fingerprint card:

   **Your local law enforcement agency**
   Contact the agency you will use to find out if they (a) use the electronic (preferred) or manual method for fingerprinting, (b) if they supply the appropriate fingerprint card (Form FD258) or if you need to obtain the card and (c) for information regarding residency requirements, hours of operation and cost.
   The Colorado Springs Police Department charges $15.00 for fingerprint cards.

   You may also obtain the card from the Colorado Correctional Industries’ Forms Center by calling (303) 370-2165 or by completing and mailing in the form on the internet at [http://www.coloradoci.com/](http://www.coloradoci.com/) or in person at the center.

   **Colorado Correctional Industries**
   4999 Oakland Street
   Denver, CO 80239
   (303) 370-2165
   Hours: Monday – Friday 8:00 a.m. – 4:00 p.m. No appointment necessary.
   Cash only, no checks or credit cards.
   Fingerprint cards provided.

2. Complete the fingerprint card with the assistance of a qualified Law Enforcement Agency

   Complete the fingerprint card (Form FD258) using only black ink and following the instructions on the back of the form. No other forms or cards will be accepted. Be sure you know and accurately complete all of the identification information required. Complete the following spaces on the card as indicated. Please use the following:

   **Employer and Address**
   Educator Licensing
   Colorado Department of Education
   201 East Colfax Avenue, Room 105
   Denver, CO 80203

   **Reason Fingerprinted**
   Educator Licensing
   Section 22 – 60.5-103, C.R.S.
3. Submit the completed fingerprint card, with processing fee, to the Colorado Bureau of Investigation

Send the completed CDE fingerprint card and fingerprint processing fee of $39.50 to:
Colorado Bureau of Investigation (CBI)
690 Kipling St., Suite 3000
Denver, CO 80215
303-239-4208
http://cbi.state.co.us

Acceptable forms of payment:
1. Money Order or Certified Check for $39.50 made payable to CBI.
2. Cash payment of $39.50 must be made in person at the CBI office.
3. Credit Card payment of $39.50 by mail, download form at:
   http://www.cbi.state.co.us/id/Credit%20Card%20Form1.pdf

Note that the CBI will return the card and payment requiring re-submittal for an additional fee if:
   (1) fingerprints are not readable, due to low quality of print characteristics; (2) payment is not made
   in the exact amount ($39.50); (3) the wrong fingerprint card is used (you must use Form FD258). In
   these cases, you may receive a rejection notice from the CBI Identification Unit and should contact
   them directly at the address on the notice.

CBI will process the background checks and submit them directly to the Colorado Department of Education. Students should allow approximately 12 weeks for this process.

4. Students must go to:
   https://edx.cde.state.co.us/PublicEducatorSearch/DOBSearch.jsp and check the status of their
   background check. If the page indicates that the “Fingerprint requirements have been met”,
   students have cleared the background check requirement. Please print this page and turn it in to
   your professor, program coordinator or department chairperson.