

Field Experience State Fingerprint/Background Process

All teacher candidates in licensure programs at UNC are required, **by the State of Colorado**, to complete the following fingerprint/background process **before** being allowed into any partner school for field-based work. This includes observations/work for courses (i.e. EDEL 250, EDEL 350, STEP 161, STEP 262, EDFE 170, etc.), practicums (EDEL 457, EDEL 459, EDEC 464, STEP 363, EDFE 370, EDFE 501, etc.) and final student teaching.

Failure to complete this process could delay your program as you will not be allowed in partner schools without it.

1. Create your **lifetime** account in the eLicensing system with Colorado Department of Education (CDE).

*If you do not complete this step, CDE will not have your account to file the background check results in and you may need to repeat **(and pay for again)** the process after you have created this account.*

- ✓ Use this link: <https://apps.colorado.gov/cde/licensing/Login.aspx>
- ✓ Click on 'register' and complete the required fields.
- ✓ ****You must have a social security number****
- ✓ It is recommended you use a personal email for this account, not your Bear Email.

2. Schedule a fingerprinting appointment at an approved vendor site. Be sure to use the appropriate service code, **highlighted below** for each vendor. These are the **only** authorized vendors:

IdentoGo

Colorado Locations: Yes

Nationwide Locations: Yes

Mobile Fingerprinting: Yes, for groups of 30 or more people. Contact the vendor for details.

Service Code: **25YQZV** - Clicking the link above will automatically initiate the process to schedule your fingerprint appointment at an IdentoGO enrollment center.

Payment Process: Pay at your service appointment, no payment is necessary when you pre-enroll. If you need to cancel your appointment, open the email that

you received at the time you booked the appointment, click on the link to check your status and then click the "Cancel Appointment" link.

[American Bioidentity Inc./Colorado Fingerprinting*](#)

Colorado Locations: Yes

Nationwide Locations: No

Mobile Fingerprinting: Unknown, contact vendor.











Service Code: 6188EPPI

Payment Process: Payment is due at time of pre-enrollment. Contact the vendor if you need to cancel your appointment and for their refund policy.

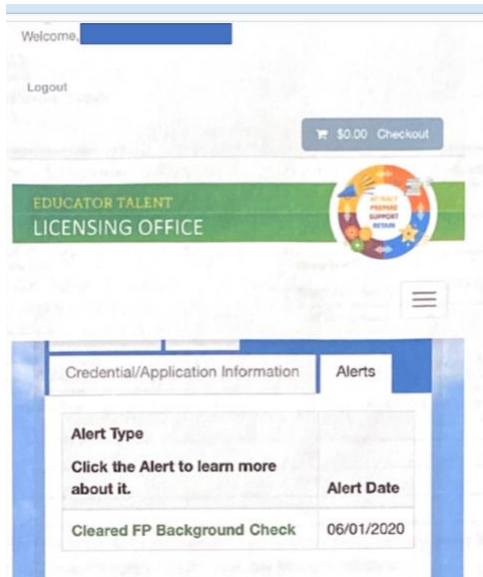
*Colorado Fingerprinting is a private company and is not a state agency.

3. Submit the required Field Experience Background Information Form as soon as you have submitted your fingerprints. **This form must be submitted AFTER you submit your fingerprints.** [Field Experience Background Form](#)

Special Instructions for Field Experience Background form:

-  The first email address asked for is the one you submitted when you set up your eLicensing account in step 1 above.
-  Choose University of Northern Colorado for your Educator Preparation Program.
-  Your School Identification Number is your **UNC Bear Number, NOT the number on your UNC ID card!**
-  You will need to scan your UNC ID card and upload a copy.
-  The next email address asked for is your UNC Bear Email only!
-  The date your educator preparation program began is the date you started at UNC.
-  The date you complete your program is your expected graduation date.
-  You will be asked to list the school district or charter school where you will be placed for your field experiences. **If you do not know, you should choose No Placement and leave the other 2 selections blank.**
-  Please select that you want notification of this form completion sent to your educator preparation program. You may also choose to have a copy of your responses sent to you. This is a good idea.
-  Don't forget to hit the SUBMIT button at the very end.

4. In order to turn in the proper documents for your checkpoint course in Canvas, this is what the page should look like that you will need to submit with your other documents.



If you cannot find this page in your eLicensing account under the “alerts” tab on the main page, then please check this page to ensure you have completed all 3 steps: <https://www.cde.state.co.us/cdeprof/fieldexperience>