Field Experience State Fingerprint/Background Process

All teacher candidates in licensure programs at UNC are <u>required,</u> by the State of Colorado, to complete the following fingerprint/background process **<u>before</u>** being allowed into any partner school for field-based work. This includes observations/work for courses (i.e. EDEC 250, EDEL 360, 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.

There are three (3) steps you must complete:

1. **Create your lifetime account in the COOL system with the Colorado Department of Education (CDE).**
2. **Schedule and complete your fingerprinting appointment.**
3. **Complete the online field experience background information form on the CDE website, after you complete your fingerprinting. (if this is not done before 30 days after fingerprints are taken – you will have to pay to re-do your fingerprints – that's $49.50 again!)**

Specific details for each step are as follows:

1. Create your **lifetime** account in the COOL 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://cool.randasolutions.com/Account/Login?ReturnUrl=%2F
   - ✓ 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, <mark>highlighted below</mark> 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/Unique ID: <mark>25YQZV</mark> - Clicking the link above will automatically initiate the process to schedule your fingerprint appointment at an IdentoGO enrollment center.

Mail-in Card Conversion Service: Yes. Click here and then click on the link titled "Submit a Fingerprint Card by Mail."

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.
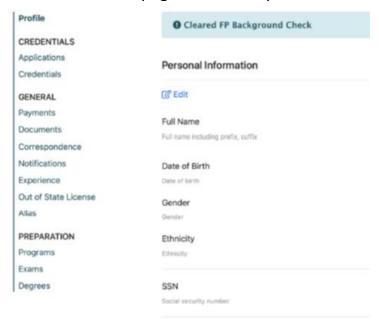
Service Code/Unique ID: <mark>6188EPPI</mark>

Mail-in Card Conversion Service: Unknown, contact vendor.

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. Complete the required program information in your COOL account. **This must be done right AFTER you submit your fingerprints.** Here is how to complete this step:
    a. Log in to your COOL account (or create one and then log in) at https://cool.randasolutions.com
        i. Your account must include your full legal name, date of birth and SSN.
    b. Go to "My Profile."
    c. Select "Programs" under the Preparation section in the menu on the left.
    d. Select "+ Add Program"
    e. Complete the form in its entirety.
    f. Select "Save" to submit.

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. This page is found in your dashboard under 'My Profile'.

Profile

O Cleared FP Background Check

CREDENTIALS
Applications
Credentials

Personal Information

GENERAL
Payments
Documents
Correspondence
Notifications
Experience
Out of State License
Alias

PREPARATION
Programs
Exams
Degrees

Edit

Full Name
Full name including prefix, suffix

Date of Birth
Date of birth

Gender
Gender

Ethnicity
Ethnicity

SSN
Social security number

If you cannot find this page in your COOL account then please check this page to ensure you have completed all steps:

https://www.cde.state.co.us/cdeprof/fieldexperience