

STATE OF MAINE
DEPARTMENT OF EDUCATION
CERTIFICATION OFFICE
23 State House Station
Augusta, ME 04333-0023
207-624-6603

STEP #1

Criminal history record checks on educational personnel

All employees of school systems and persons employed by others on behalf of school systems who are not certified or authorized will be required to obtain a Criminal History Record Check (CHRC) **approval** from the Department of Education based on fingerprints. Approval is not intended to reflect the individual's qualifications or ability to perform the job assigned. All school personnel requiring a Criminal History Record Check approval will be issued a temporary approval card valid for 8 weeks upon submission of an approval application and \$15/\$39 to the Certification Office. In order to continue employment in an approval category after the 8-week period, the individual must be fingerprinted at an approved fingerprint site during the 8-week temporary approval period. Once the Certification Office receives the criminal history record information and clears the application, a 5-year card will be issued.

You must have your fingerprints taken at a Maine approved fingerprint site. Fingerprints taken for other purposes and at other places (such as your local police station) will not be accepted.

To receive an approval all of the below steps need to be completed: This is a **three step** process.....

1. Register on line at <http://www.identogo.com>. If you do not register, you will not be able to have your fingerprints taken. There is a one-time **\$55.00** fee for this process.
2. Take your confirmation number (received after registration) and a picture ID (a driver's license or Maine State ID is preferred) to the fingerprint site.
3. **After you have been fingerprinted, send the attached approval/renewal application to the Department of Education** along with a \$15.00 **non-refundable** fee. Make check payable to: Treasurer State of Maine.
 - If this is your **first** time being fingerprinted, **the cost is \$15.00 to the State.**
 - If you have been fingerprinted and they have expired and you complete the attached application and send to the State **within 30 days of your current expiration, the cost is \$15.00.**
 - If your expiration **exceeds the 30 days of your current expiration, the total cost is \$39.00.**
4. **If Step 3 above is not completed, your fingerprinting will NOT be processed, delaying employment here at RSU #16.**

From the fingerprint cards, state and federal criminal history record checks will be conducted. The results of the state and federal criminal history record checks will be forwarded to the Maine Department of Education to be used for the issuance or denial of approvals. This information is confidential and cannot be shared with a school system, professional organization such as the Maine Education Association or anyone else. There will be procedures in place by which an individual may access the information received by the Department of Education, but no one else may have access to this information. The Maine State Bureau of Identification will retain the fingerprints in an electronic civil file to be used for renewal purposes.

If you have applied for the CHRC approval and if you are eligible, you will receive your approval card after we receive the results of the criminal history record check from the FBI and the Maine State Police. However, additional time is needed to review criminal conviction information.

If you are not eligible, you will receive notification in writing.

You must **COMPLETE STEPS 1, 2 & 3** in order to get your fingerprint status current.

STEP #2 next page

MAINE DEPARTMENT OF EDUCATION

STEP #2

APPLICATION FOR EDUCATIONAL APPROVAL/RENEWAL

This form needs to be completed and sent to the State TOGETHER with a check as soon as fingerprinting has taken place. (see below for the required \$ amount). (A copy of this approval/renewal application, a copy of the receipt they give you after you have been fingerprinted and a copy of the check being sent to the state needs to be included with your substitute application packet which you will return to RSU 16 in order for you to be placed on RSU 16's substitute list).

Please type or print sections 1 through 11

1. NAME (First, MI, Last, and optional suffix such as Jr., III)		2. Social Security Number		3. Other name(s) under which Your records are filed		DATE			
4. Mailing Address			5. Street Address (if different)		6. City or Town		7. State		8. Zip Code
9. Home Phone	10. Sex ____ Male ____ Female	11. Date of Birth / / mo. day yr.		RETURN TO: DEPARTMENT OF EDUCATION CERTIFICATION OFFICE 23 STATE HOUSE STATION, AUGUSTA, ME 04333-0023 207-624-6603					

THE FOLLOWING QUESTIONS MUST BE ANSWERED:

1. Have you ever been convicted of any crime other than a minor traffic offense? ____ YES ____ NO
2. Have you ever had any professional or paraprofessional certificate suspended or revoked in any state or voluntarily surrendered a professional or paraprofessional license or certificate? ____ YES ____ NO
3. Have you ever resigned following allegations of physical or sexual abuse? ____ YES ____ NO

If the answer is yes to any of the above, please attach a detailed explanation and, if necessary, required court documents.

I hereby certify that this application contains no willful misrepresentations or falsifications and that the information given by me is true and complete to the best of my knowledge and belief. I understand that my answers may be verified and that I may be declared ineligible for approval if there are any misstatements.

SIGNATURE OF APPLICANT _____ **DATE** _____

\$15.00 for 1st time being fingerprinted

\$15.00 for renewal if prints are NOT more than 30 days past expiration

Reminder: This form needs to be completed and sent to the State TOGETHER with a check as soon as fingerprinting has taken place. (see above for the required \$ amount). (A copy of this approval/renewal application, a copy of the receipt they give you after you have been fingerprinted and a copy of the check being sent to the state needs to be included with your substitute application packet, which you will return to RSU 16, in order for you to be placed on the substitute list.

You may elect to use M/C or VISA to pay the amount due. Please check card type used and enter correct information.

M/C ____ VISA ____ EXPIRATION DATE _____ ACCOUNT NUMBER _____

Cardholder Signature Required: _____

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STEP #3

After you have had the prints physically done, fill out the **back side** (Application for Initial Educational Approval) of the fingerprint instruction and mail into the state (address is on there in a small box) **along with a \$15.00 check. If you miss this last step, the state cannot process your prints.**

after a couple of weeks, go to.....

<https://www.maine.gov/doe/cert>

- click on fingerprinting
- click on fingerprinting status at the far right
- click on the box that reads I do not have an MEIS account
- then fill in as listed below
- Enter Last Name: *Enter Last 4 Digits of SSN: *Enter Birthdate:
- once your prints have been processed, it will show an expiration dateyou can then bring in your completed application packet and ask someone here to print out your fingerprint card.
- you want to keep checking this site until you receive the above information. you can contact the certification department via phone or email to check on your status, if you still have not heard back after a month.