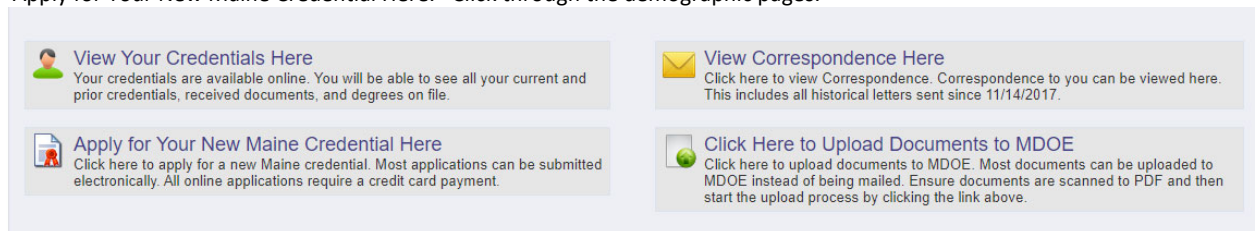


**Fingerprinting and Criminal History Record Check
For Education Majors**

The Fingerprinting and the Criminal History Record Check **require two separate online applications** before a student can begin their field experiences. Every student must have fingerprints taken at a Maine approved fingerprint site. A Criminal History Record Check approval from the Department of Education, which is based on the fingerprint results, is also required. Please follow the steps below.

1. Create an account on the DOE MEIS database

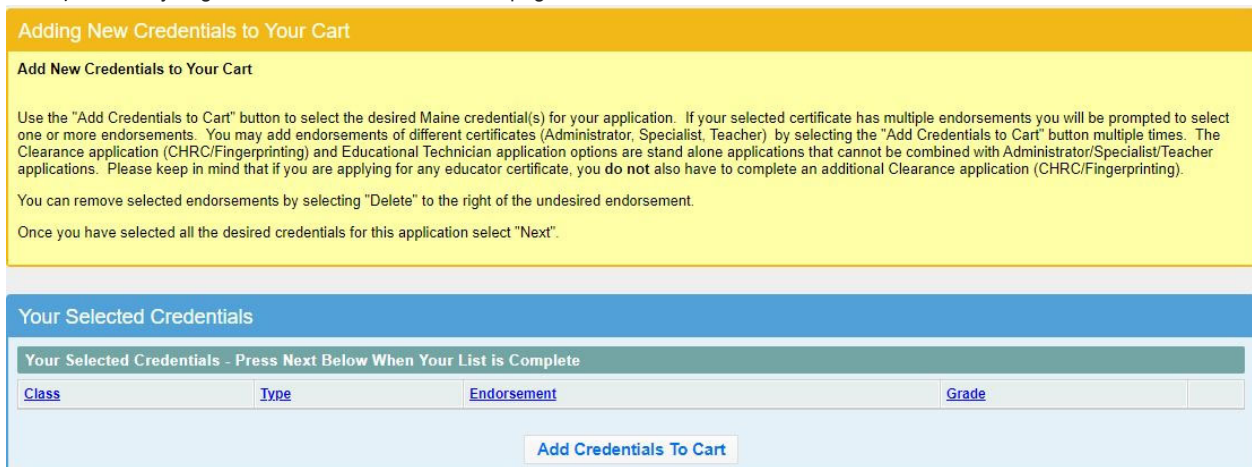
- a) Click on the link [Create a MEIS account](#) to create your DOE online account. This will be used in the future for certification purposes, as well.
- b) How to Submit Your CHRC Application – there is a \$15 fee for this process. Once your account is created, choose ‘Apply for Your New Maine Credential Here.’ Click through the demographic pages.



The screenshot shows four buttons with icons and text:

- View Your Credentials Here**: Your credentials are available online. You will be able to see all your current and prior credentials, received documents, and degrees on file.
- View Correspondence Here**: Click here to view Correspondence. Correspondence to you can be viewed here. This includes all historical letters sent since 11/14/2017.
- Apply for Your New Maine Credential Here**: Click here to apply for a new Maine credential. Most applications can be submitted electronically. All online applications require a credit card payment.
- Click Here to Upload Documents to MDOE**: Click here to upload documents to MDOE. Most documents can be uploaded to MDOE instead of being mailed. Ensure documents are scanned to PDF and then start the upload process by clicking the link above.

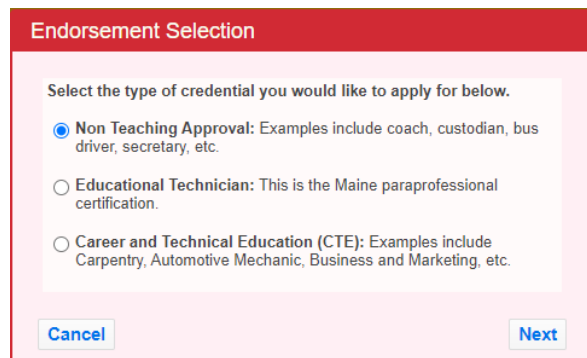
- c) Choose ‘No Bachelor Degree.’
- d) When you get to the ‘Add New Credentials’ page, click on the *Add Credentials to Cart* button



The screenshot shows the 'Adding New Credentials to Your Cart' page. It includes instructions on how to use the 'Add Credentials to Cart' button, a table for 'Your Selected Credentials', and an 'Add Credentials To Cart' button.

Class	Type	Endorsement	Grade

You will see a PopUp called Endorsement Selection. Be sure to choose **Non-Teaching Approval**, the top button.



The screenshot shows the 'Endorsement Selection' popup with three radio button options:

- Non Teaching Approval**: Examples include coach, custodian, bus driver, secretary, etc.
- Educational Technician**: This is the Maine paraprofessional certification.
- Career and Technical Education (CTE)**: Examples include Carpentry, Automotive Mechanic, Business and Marketing, etc.

Buttons for 'Cancel' and 'Next' are at the bottom.

If the amount in your cart is not \$15, you did not choose the correct credential.

- e) Skip the next three screens by clicking ‘Next’ at the bottom of the page on Steps 10 (Upload Transcript), 11 (Upload Test Results), and 12 (Upload Additional Documents).
- f) You will then arrive at a screen where you enter your credit card information and finish the application.

2. **Fingerprinting Process**

- a) **Visit Identogo** <https://me.ibtfingerprint.com/> to make a fingerprinting appointment. There is a \$55 fee for this process.
- b) Click the green *Schedule a New Appointment* box
- c) Agency Name: choose **Department of Education** in the dropdown; confirm on next screen
- d) If you live outside the State of Maine, you can choose the Card Scan Processing program. Follow the dropdown for *Out of State Applicants*. Otherwise,
- e) Applicant Type: **New Hire**
- f) Click to AGREE
- g) Click '*Search by Region,*' then '*Maine*' to see a choice of all locations in Maine.
- h) Choose your location, date and time. Currently appointments at UMF are not being offered due to the pandemic.
- i) On the Applicant Information page, you **do not** need to fill in the Applicant Employer Information section.
- j) You must register ahead of time, as the locations do not accept walk ins.
- k) Take your confirmation (received after registration) and an approved form of ID to the fingerprint site on the assigned date and time.
https://www.identogo.com/uploads/general/ME_AcceptableID_031518.pdf

First year and transfer students entering **ALL** UMF Teacher Education programs (ECH, ECS, ELE, Secondary/Middle, SED, Phys Ed, School Health and WLK-12) **must be fingerprinted and have a Criminal History Record Check prior to their first practicum**. All students **MUST** provide evidence of their Initial Educational Approval to Field Services prior to going into the field.

Once you have completed both steps, you will be waiting for Approval from the Certification Office. The Department of Education (DOE) does not notify you or UMF of your CHRC approval. You must take the following steps to ensure that you can be enrolled in your first practicum.

Here is the process:

1. Go to this website: <https://neo.maine.gov/doe/neo/TeacherCertification/TeacherCertification>
2. Type in your last name and the last four numbers of your social security number
3. Click 'Submit'
4. If you see "No Data Available" or "No Certification Found at this time" below the blue line, you have not received approval yet
5. If you have received approval, you will see:

Applicant Endorsements on File:

Type	Class	Level	Endorsements	Valid	Expires
CHRC APPROVAL					with a 5-year date span

listed here

You can also log into your MEIS account and check there, looking for the same information above. **Be sure your name appears on the screenshot along with the approval information.**

To meet UMF Eligibility requirements for courses with field placements:

1. Print and scan the page; OR
2. Save the page as a PDF; OR
3. Take a screenshot, being sure to include all of the information on the page
4. Email the evidence to wendyk@maine.edu.

See the above websites for more detailed information, or contact Wendy Kennedy, Field Services Administrative Specialist III (wendyk@maine.edu), or Hiram Sibley, Director of Field Services, hiram.sibley@maine.edu. The direct phone number to the DOE for questions is (207)624-6603 or email them at cert.doe@maine.gov.