Fingerprinting Process – Cheat Sheet

Colorado law now states students only need to be fingerprinted one time provided all the steps are followed. We want to save you time and money by making sure all of our students are fingerprinted correctly. Please follow these steps.

You will only get fingerprinted once for whichever course you take first in the program. You will need to save your receipt from when you were fingerprinted because it must be submitted with your paper portfolio. Fingerprint results can take anywhere from 24 hours to a few days. On occasions it could take weeks.

How Do I Submit Fingerprints as a Field Experience Student?

You must be enrolled in an approved traditional Colorado Educator Preparation Program and must already be placed or know where you'll be placed in a field-based learning experience in a public school before you can be fingerprinted as a Field Experience Student. The website to get started is: https://www.cde.state.co.us/cdeprof/studentteaching.
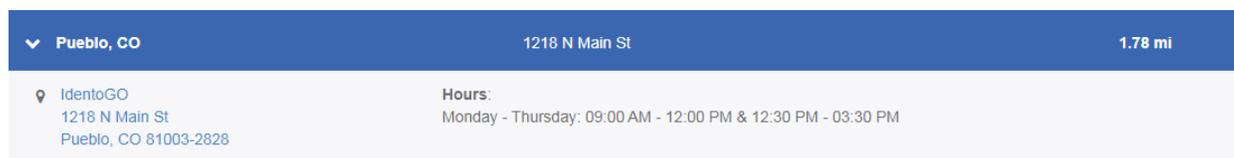
1. Create your lifetime account in the COOL system (DO **NOT** USE A SCHOOL EMAIL ADDRESS) or verify that you are able to log in to your existing account if you have already registered. If you do not complete this step, CDE will not have your account in which to file the results.

   Log into COOL (https://cool.randasolutions.com/Account/Login?ReturnUrl=%2F)

2. Schedule your fingerprinting appointment with one of CBI's approved fingerprinting vendors (http://www.cde.state.co.us/cdeprof/fieldexperience). *Note: Pueblo, Cañon City and Colorado Springs have IdentoGo locations. Colorado Fingerprinting has a location at the Boy Scouts on Pueblo Blvd. Colorado Fingerprinting tends to have more availability.*

IdentoGo information

⌄ **Pueblo, CO**	1218 N Main St	1.78 mi
⚲ IdentoGO 1218 N Main St Pueblo, CO 81003-2828	Hours: Monday - Thursday: 09:00 AM - 12:00 PM & 12:30 PM - 03:30 PM	

3. Gather the following:

- A digital image of your valid college/university student ID card which clearly displays your student ID number *(If you school ID has a PID then you need to use that number, otherwise you will need to use your NetID if that is what is on your school ID)*
- The name of the school district(s) or charter school(s) where you will be or have been placed for your field experience

4. **THIS STEP NEEDS TO BE COMPLETED IMMEDIATELY AFTER GETTING FINGERPRINTED OR YOU WILL END UP REDOING AND PAYING FOR FINGERPRINTS. CDE CAN ONLY HOLD ONTO FINGERPRINTS NOT ASSOCIATED WITH A COOL ACCOUNT WITH THIS COMPLETED FORM FOR 30 DAYS.**

   Complete the "Programs" section in your COOL account. (Log in to COOL via the button above, select "My Profile" in the blue header (above your name) and then "Programs" in the Preparation section.)