

FINGER PRINTS: *PUBLIC SCHOOL PLACEMENTS*

FINGERPRINT PROCESS...

The fingerprint process requires TWO STEPS

- The first step is to register online for an appointment to have your fingerprints taken.
- The second step requires you to go to a location to physically have your fingerprints taken.

How to Register For a Fingerprint Appointment

It takes approximately 15 minutes to schedule an appointment. The cost is \$35, paid for by the individual applicant/student. Options for payment will be provided when you register. The process is as follows:

1. Navigate to www.identogo.com
2. Look for "Search for Services by State" and use the drop down menu to select "Massachusetts"
3. Under Enrollment Services, select "Digital Fingerprinting"
4. Navigate to the box titled "For New Appointments" and select "Schedule a New Appointment"
5. When you are asked to indicate agency/sector, select "Pre-K-12th Grade Education (ESE)"
6. When you are asked to indicate applicant type, select "All Other School Personnel"
7. Confirm your agency and applicant type by selecting "Yes"
8. When you are asked for a Provider ID, use the district's ID.
 - a. For a list of Provider IDs, visit the following link and scroll down: [click here](#)
9. Click "Add Another Provider ID" to add more districts.
10. Once you have added **all** of your districts using their Provider ID, select "Correct"
11. On the "Appointment Details" page, look for the box to enter your zip code for the closest location.
12. Select your location and date and then choose "Click to schedule."
13. Once you have chosen your appointment time, you will confirm an Acknowledgement & Release.
14. You will then fill out your personal applicant information and select a payment method.

IMPORTANT

- Once you schedule your appointment, **PRINT** the confirmation page for your files. In addition, when you go for your fingerprinting, **KEEP** the copy of your receipt. This is proof that you have fulfilled the obligation, as a safeguard in case the reporting of your results is delayed.

Suitability Determination

Students should know that the MA fingerprint requirement includes a provision called Suitability Determination, which replaces the need for a teacher candidate to be fingerprinted again *provided that* certain conditions have been met.

As a first step, teacher candidates who were fingerprinted in the past should ask Human Resources in their new district if a Suitability Determination letter will be acceptable and whether other conditions of acceptance apply (e.g., if the fingerprint needs to be within the past year). Pending the new district's decision, the teacher candidate needs to then request the Suitability letter from Human Resources in the district where the fingerprint check was previously completed. In the letter, the district verifies that

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the teacher candidate was fingerprinted and deemed suitable to student teach during a given time period but cannot share the results. Once the letter is received by the new district, the teacher candidate will have satisfied the requirements per MA regulation ([click here](#)).

In addition, please note the following:

- a. Boston University does not keep fingerprint results and therefore cannot furnish this letter;
- b. Not all districts accept a suitability letter and in these cases the teacher candidate needs to abide by the new district's policy and as a result must complete the fingerprint again;
- c. It is the teacher candidate's responsibility to confirm whether the Suitability letter will be acceptable in the new district and accordingly to follow up with the past district to request the letter.