

Instructions for Fingerprinting and Background Checks

All providers have signed an assurance that any individuals that will have direct contact with students will be fingerprinted and have a background check through Colorado Bureau of Investigation.

Fingerprinting can be done at any U.S. law enforcement agency (e.g., local police department) or whichever agency that is authorized to do fingerprinting in that state. The fingerprinting card must be sent to the Colorado Bureau of Investigation for the processing of background checks. CBI cannot accept electronic fingerprint submissions; therefore, the card must be printed out and forwarded to the CBI either in person or through the mail, with payment if necessary.

Once the fingerprint-based background check is determined to be clear, the individual may begin work for the SES provider company.

A follow-up check can be conducted using fingerprints again for annual or semi-annual background checks (no more than a year should pass between background checks). Once the provider company has an account with CBI and the tutor has fingerprints on file, the follow-up background checks can be conducted online with the tutor's name.

For questions pertaining to the policy for fingerprinting and background checks, please contact Wes Montoya at montoya_w@cde.state.co.us or 303 866-6298. For more specific questions regarding the process for going through CBI, please contact CBI (303-239-4208).

FAQ

If someone is licensed through the state but not currently working in a district, is fingerprinting and background checking required through CBI?

Yes.

If a teacher works in a district, does that teacher have to be fingerprinted and background checked through CBI?

*A letter from the district stating that the teacher is authorized by a CBI background check to work with children is sufficient for providing tutoring in **that** district. However, if a district is not willing or is not able to provide such a letter, the provider company is required to obtain fingerprinting and background check through CBI.*

If a teacher is registered at a district as a substitute, is a background check necessary?

*A letter from the district stating that the substitute is authorized by a CBI background check to work with children is sufficient for providing tutoring in **that** district. However, if a district is not willing or is not able to provide such a letter, the provider company is required to obtain fingerprinting and background check through CBI.*

If the teacher is listed on the CDE website as “active”, is fingerprinting and background check through CBI necessary?

Yes. Active license through the CDE does not necessarily mean that fingerprinting and a background check have been conducted. Some licenses were grandfathered in prior to the requirement for background checks.

If a teacher works in one district, does that teacher have to be fingerprinted and background checked through CBI to work with children in another district?

Yes. Each district has the final determination as to what constitutes a clear background check to be able to work with a student in that district. Providers must work with the district to determine if a letter from another district is considered acceptable.

If a person’s criminal history is not clear (there are convictions listed), can that person work with students?

It depends on the conviction and the district. Each district has final determination as to what constitutes a clear background check to be able to work with a student in that district. Providers must obtain permission from each district in which the tutor would be providing services. Written documentation of the permission from the district must be on file with the provider company for monitoring purposes.