

APS & RRPB FINGERPRINT & BACKGROUND CHECK PROCESS

Albuquerque Public Schools

Students doing any type of observation/field-based assignments in Albuquerque Public Schools (if not employed at a school site where conducting observations) must follow the procedure described below.

1) Students need to bring the following to the APS Fingerprint/Background office located in the APS administrative building—6400 Uptown Blvd, Suite 105:

a.) If you already have a recent background check/education license:

- CNM Background Check Form for APS (p.3)
- Any current state issued education license they have (in which they have recently undergone a fingerprint background check to receive)
- A copy of a current (within 2 years) FBI background report (if students have the latter they will not have to pay to have the background check done).
- Government-issued valid picture ID.

Students that have a copy of their current FBI report in hand will be able to receive an “*Authorization to Student Teach*” form (they call it this even though it also covers observations) that day.

If you already possess a New Mexico state license, APS can verify your license status with the state. If it is cleared, APS can issue the “*Authorization to Student Teach*” that day. If there is a Satisfactory status on the NM license (which means there is an instance on their background) this will delay the process.

b.) If you need to have a background check done:

- Follow the Fingerprinting Pre-Registration Instructions (p. 2)

Bring to APS Fingerprint/Background Office:

- 3M Cogent Registration ID #
- CNM Background Check Form for APS (p.3)
- Government-issued valid picture ID.
- A cashier’s check, money order or credit card made out to 3M Cogent to pay for the \$44.00 processing fee for the fingerprint/background check.

The background check should be available in 10 days at the APS Fingerprint/Background office if it cleared. APS will issue a copy of the FBI report for licensure purposes at this time. This FBI report will need to be submitted with your PED license application. APS will keep records of cleared background checks for two years.

2) Take a copy of the APS “*Authorization to Student Teach*” form and the completed CNM Education Field Experience letter to the school site you are interested in conducting your field experience assignment. Please inquire with the school office as to how you might be able to complete your field experience assignment at their school site. You may, depending on the school procedure, need to leave these materials for the site administrator to review and/or schedule an appointment with the site administrator.

**Don’t forget to get your “*Authorization to Student Teach*” form back in case you need it for another school!

FINGERPRINTING PRE-REGISTRATION INSTRUCTIONS

To be done prior to going to Albuquerque Public Schools,

A certified 3M Cogent fingerprinting site

- Applicant must go to https://www.cogentid.com/nm/index_NM.htm
- Under the “Applicant User” Column, applicant will choose “Register Online for Background Check”

Online Registration Form

1. Choose Payment (Credit card or ****Money Order**)
*** If paying by money order, applicant will take \$44.00 Money Order made payable to 3M Cogent and will leave the payment with the Fingerprinting Technician*
2. Fill out all required fields – highlighted yellow
3. “ORI” number must be Albuquerque Public Schools unique number: **NM930002Z**
4. “REASON” fingerprinted: **22-10-3-3 School Employment**
5. You will need to complete the payment screen if paying online with a credit card
6. A Registration ID is issued at the completion of registration
Keep your Registration ID safe! You will need to give this receipt to the Fingerprint Technician in order to be fingerprinted.
7. Take your Registration ID, Valid Photo ID and \$44.00 Money Order made payable to 3M Cogent (if you **did not** pay online) to Albuquerque Public Schools, Fingerprinting Department, 6400 Uptown Blvd, Suite 105 East, Albuquerque, NM 87110
8. The fingerprint technician will fingerprint you via Livescan
You will not receive any fingerprint cards back
9. Background check results will be sent to Albuquerque Public Schools



Catron Allred
Director of Education Programs
525 Buena Vista SE
Albuquerque, NM 87106
224-3588 or 224-3597

ALBUQUERQUE PUBLIC SCHOOLS
STUDENT TEACHING/OBSERVATION
CONFIDENTIAL INFORMATION AGREEMENT FORM

Mandated by APS Board Policy GB1 in accordance with New Mexico State Statute 20-10A-5: Albuquerque Public Schools shall conduct background checks, based upon fingerprint identification or other personal identifying information, of all employees, contractors and volunteers who may have unsupervised access to students

As a practicum or field experience student, I understand that I may have unsupervised access to students. I agree to pay the \$44.00 fee by credit card, cashier's check or money order made payable to 3M Cogent. I hereby certify that I understand and give consent to the Albuquerque Public Schools to conduct this investigation. I further understand and agree that this information is confidential, and that APS may not reveal or release any information to anyone other than me that is discovered during the course of this investigation. Furthermore, I hereby agree to indemnify and hold harmless the Board of Education and the Albuquerque Public Schools and any of its employees against liability, damage, and/or charge as a result of the findings of this investigation. I voluntarily give the Albuquerque Public Schools the right to conduct a thorough investigation of my past activities and agree to cooperate in such investigations, and release from all liability or responsibility all persons, companies, or corporations supplying such information.

I have read the above statement and fully understand and agree to its contents.

PRINT NAME (LAST, FIRST, MI) SOCIAL SECURITY NUMBER DATE OF BIRTH
HOME ADDRESS CITY, STATE, ZIP (HOME) PHONE NUMBER

Number of Years as NM resident: Other States

Student Signature Date:

cNM Director Approval: [Signature] Date January 14, 2015

The student must hand-carry this completed form to the Albuquerque Public Schools fingerprinting office located at 6400 Uptown Blvd. NE Suite 105E. Office Hours are M-F, 8:00 am to 4:00 pm. (No appointments necessary.) For questions, call 889-4862.

Fingerprint Technician: Date:

Cleared by: Denied by: Date: