

# University of Colorado Denver

## School of Education & Human Development

### Fingerprint Requirement Affidavit

Applicants applying to the programs below are required to complete the fingerprint requirement process and this affidavit:

- Urban Community Teacher Education
- Early Childhood Education
- Counseling Psychology Counselor Education
- School Psychology

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Last Name, First Name

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Term Applying

As an applicant applying to a program listed above within the School of Education & Human Development at UC Denver, I will complete the required fingerprint requirement process outlined by Colorado Department of Education and submit my completed fingerprints to the Colorado Bureau of Investigation.

I understand that it is my full responsibility to follow the **requirement of fingerprint submission** located on Colorado Department of Education's website to ensure that my fingerprints are completed and processed properly. Should there be any issues with my prints, I understand that I must follow all instructions sent to me by the Colorado Bureau of Investigation to get the issue resolved within **30 days of notice**.

1. Follow the requirement for fingerprint submission to Colorado Bureau of Investigation for Educator Licensing/Authorization outlined by the Colorado Department of Education <http://www.cde.state.co.us/cdeprof/download/pdf/fpinfosheet.pdf>
2. Go to: <https://edx.cde.state.co.us/PublicEducatorSearch/DOBSearch.jsp>. Use your Social Security number and Date of Birth to confirm that your fingerprint requirement has been met by Colorado Department of Education. Once CDE has received satisfactory fingerprint results from Colorado Bureau of Investigation the top of the page will display **"Fingerprint Requirement: Met."** *Note: this can take 4 or more weeks after your fingerprints have been submitted to Colorado Bureau of Investigation.*
3. Print the confirmation page from CDE's website that documents your **Fingerprint Requirement: Met**
4. Submit the confirmation page that has your **name and Fingerprint Requirement: Met** to the School of Education & Human Development Student Services. This must be done during your first semester in the program.

I understand that it my responsibility to follow up with the Colorado Bureau of Investigation/Colorado Department of Education regarding questions or to check the status of my fingerprint submission. I am aware that if I fail to meet the **requirement of fingerprint submission** and provide evidence of **Fingerprint Requirement: Met** during the first semester enrolled that it may result in a registration hold at UC Denver.

Please check one of the following:

\_\_\_\_\_ I have already met the fingerprint requirement and have provided the following as proof (check one)

- Confirmation page from the Colorado Department of Education website
- Copy of substitute license Or current teaching license

\_\_\_\_\_ I have submitted my fingerprints to the Colorado Bureau of Investigation according to the instructions provided by CDE on (date): \_\_\_\_\_

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Signature

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Date

Please submit this form with your complete application materials to UC Denver School of Education & Human Development.