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Capitol Region Education Council

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Fingerprinting Scheduling and FAQs

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PLEASE READ ALL OF THE FOLLOWING INFORMATION BEFORE SUBMITTING A REQUEST FOR A FINGERPRINTING APPOINTMENT:

What to bring for your Fingerprinting appointment:

- Two forms of identification – one being a current driver's license. The other can be a Social Security Card, Birth Certificate, College ID or Passport.

What is the cost for Fingerprinting?

- If you are a CREC Contracted Employee the cost is \$30.00
- All other applicants will be charged \$60.00

Acceptable forms of payment:

- Bank Cashier's Check payable to "CREC"
- Money Order payable to "CREC"
- Visa or MasterCard

NO PERSONAL CHECKS OR CASH ACCEPTED!

PLEASE NOTE: THE PERSON WHOSE NAME IS ON THE CREDIT CARD MUST BE PRESENT TO SIGN UNLESS YOU ARE ON THE ACCOUNT AS AN AUTHORIZED USER.

IF YOU CHOOSE TO USE A CREDIT CARD THERE WILL BE AN ADDITIONAL \$1.20 SERVICE CHARGE FOR PAYMENT OF THE \$30.00 FEE AND \$2.50 FOR THE \$60.00 FEE.

To schedule an appointment:

- [Click here to schedule a fingerprinting appointment.](#) For all other concerns or questions regarding the fingerprinting process, please call (860) 524-4003 or e-mail fingerprinting@crec.org.
- Fingerprinting appointments are scheduled for Monday, Wednesday and Thursday from 7:45 a.m. to 3:00 p.m. On occasion during busy periods, we will extend our days and hours to accommodate the need for extra appointments. **Emergency closings and cancellations will be announced on our voicemail. Please call (860) 524-4003.**
- Fingerprinting Location: CREC Central Office, 111 Charter Oak Avenue, Hartford, CT 06106 ([Click here for directions](#))

Who needs to be fingerprinted?

In accordance with current statute, any person who is employed by a local board of education (teachers, administrators, special service staff members, teachers aides, custodians, cafeteria employees, etc.) must submit to a state and national criminal history record check within the first 30 days of the date of employment. The only exception is that teachers of adult education, who are not required to hold certification for their positions (non-mandated, general interest programs only), are not required to submit to the criminal history record check unless directed by the employing district.

How do I request a criminal history record check?

A person may obtain fingerprint packets (including fingerprint cards) and have their fingerprints taken at a local board of education, a Regional Educational Service Center (RESC) such as CREC, or the State Police Bureau of Identification.

If I am fingerprinted at a RESC, can my results be shared with other districts?

Yes. Individuals fingerprinted at a RESC may have their fingerprint results shared with local or regional boards of education. The individual must provide a written request to the RESC indicating where the results should be sent.

If I am fingerprinted by a local school district, police department or by the State Police Bureau of Identification, can my results be shared with other districts?

No.

A criminal history record check (fingerprinting) was done last year for school district X. I served in that district for the entire year. Do I need to be fingerprinted again if I am applying to work in another district?

Yes, within the first 30 days of your date of employment.

I served as a substitute teacher in district X for two weeks last year. Do I need to have a criminal history record check (fingerprinting) done again, if I am employed by the same district for the coming school year?

No, continuous employment for substitute teachers is equal to one day of service each school year.

I was fingerprinted by a RESC last year, but was never employed by a board of education. Now that I have been hired, do I need to submit to a new criminal history record check (fingerprinting)?

Yes, within the first 30 days of your employment date.

Are school volunteers required to have a criminal history record check (fingerprinting)?

No. The statute does not require that volunteers submit to the criminal history record check. However, school districts are entitled to establish additional policies concerning criminal history record checks.

Are employees of private or independent schools required to submit to criminal history record checks?

No. The statute does not require criminal history record checks for private or independent schools. However, these schools are permitted by law to require criminal history record checks (fingerprinting).

*This information is subject to change without notice.
(Revised: March 2012)*

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