



## Office of Student Teaching and Field Placement

### **FINGERPRINTING AND SECURITY CLEARANCE INFORMATION PACKET**

All pre-service teachers who are completing School of Education (SOE) field experience hours in Pre-School Labs or Miami-Dade County Public Schools (M-DCPS) are required to be fingerprinted and background checked by appropriately approved agencies. Once cleared, the Office of Student Teaching and Field Placement provides the pre-service teacher a clearance card as evidence of their cleared status.

Upon arrival at the school, he/she must present the fingerprinting clearance card and will be recorded in the school's Application Tracking System (ATS). This card will have an expiration date and is the only clearance verification document necessary to work in the classroom.

M-DCPS does not allow education majors attending authorized colleges/universities to be registered in the schools' "Volunteer" database. Should any M-DCPS personnel have questions or concerns regarding the student, please contact the Office of Student Teaching and Field Placement at 305-237-6653.

**Phone: 305-237-6653**  
[fingerprintingSOE@mdc.edu](mailto:fingerprintingSOE@mdc.edu)



# Office of Student Teaching and Field Placement

## FINGERPRINTING AND SECURITY CLEARANCE PACKET

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## Office of Student Teaching and Field Placement

### FINGERPRINTING & SECURITY CLEARANCE INFORMATION

TO: All students enrolled in education courses requiring SOE service-learning/field experience hours

FROM: Dr. Susan Neimand, Director, School of Education

DATE: August 18, 2009

RE: Fingerprinting and Background Clearance

Miami-Dade County Public Schools (M-DCPS) and Miami Dade College (MDC) Police Department require fingerprinting and FBI background check procedures for pre-service teachers completing service-learning or field experience hours in all school site placements.

This procedure affects all college students enrolled in education preparatory courses, EDF 1005 and EDF 2085 and most upper division education courses, methods, practicum or internship. Please make sure that you follow them properly to be able to meet your program requirements.

Best regards!

#### **I-Appointment:**

- Students have two options when applying for fingerprinting:
  - a) Make an appointment with MDC North Campus Police Department by applying online at: <http://myappt.mymdc.net>. An application form will be provided at this office.
  - b) Go personally to the **M-DCPS Fingerprinting Office** at 1500 Biscayne Blvd. You must complete and bring the M-DCPS Service Provider Input Document provided in this packet and/or through LiveText. This office does not require a previous appointment.

#### **II-Fees:**

- **The fee for fingerprinting at MDC North Campus Police Department is \$57.00.** You may pay the fee with a credit card online when you make the on-line appointment. You may also pay in person at the at the Bursar's office in cash or money order payable to Bursar's Office. In order to be fingerprinted, students must bring the payment receipt to their appointment, their original social security card and a picture ID. International students must bring proof of payment and a government issued picture ID or a passport with a valid visa.
- **The fee at the M-DCPS Fingerprint Office is \$71.00 in a money order payable to "School Board Miami Dade Fingerprinting."** Cash or credit card payments are not accepted in this office. You must bring the M-DCPS Service Provider Input Document, the original social security card, and picture ID. International students must bring a government issued picture ID, or a passport with a valid visa.



## Office of Student Teaching and Field Placement

### FINGERPRINTING AND SECURITY CLEARANCE PACKET

#### III. Clearance Card Process:

- Once the background check is completed and you are cleared, the Office of Student Teaching and Field Placement will prepare and mail your clearance card to the address in your official MDC student records. To verify and/or update this address, go to your myMDC account, (accessed via [www.mdc.edu](http://www.mdc.edu), select "Current Students" select "Change My Info"). It is essential that your current address on file is correct to ensure that you receive your clearance card.
- Once the fingerprinting is done, the clearance card preparation process may take approximately 15 to 20 days.
- The clearance card is valid for two years after issuance and must be renewed before expiration. The expired card must be returned to the Office of Student Teaching and Field Placement to obtain a new one.
- If a card expires and the student was not enrolled at the school for two consecutive semesters, the fingerprinting process needs to be repeated for the issuance of a new card.
- If the student does not clear, it may take a few weeks or months for the matter to be resolved. The student must provide M-DCPS with the necessary documentation to clear his/her record. In these cases, students should drop the classes requiring field hours due to lack of sufficient time to complete this requirement.
- Clearance will not be granted in cases such as those listed in the list of M-DCPS employment standards. (page 9)

#### NOTE:

- **Current M-DCPS employees** will not need to be re-fingerprinted to receive a clearance card from the Office of Student Teaching and Field Placement as long as their clearance is active with M-DCPS. M-DCPS employees will need to fill out the **Authorization for Release of Confidential Information** and provide their employee numbers to request the clearance date from the M-DCPS Fingerprinting Office. This form should be faxed to the Office of Student Teaching and Field Placement, fax# 305-237-6708. Once the clearance date is obtained, the Office of Student Teaching and Field Placement will prepare and mail the card to the student. For special requests or questions, students may e-mail the Office of Student Teaching and Field Placement at [fingerprintingSOE@mdc.edu](mailto:fingerprintingSOE@mdc.edu).
- **Fingerprinting in other school districts other than M-DCPS or MDC is not acceptable.** Enclosed is a letter from Sigilenda Miles, from the M-DCPS Fingerprinting Office, indicating the procedures to clear records, (See p. 8).
- **The Center for Community Involvement or your professor do NOT have any information** regarding the status of your fingerprinting or your clearance card. For questions, students should e-mail the Office of Student Teaching and Field Placement at [fingerprintingSOE@mdc.edu](mailto:fingerprintingSOE@mdc.edu).



## Office of Student Teaching and Field Placement FINGERPRINTING AND SECURITY CLEARANCE PACKET

### FREQUENTLY ASKED QUESTIONS

- 1. Do I have to be fingerprinted?** Yes, every student taking EDF 1005 and EDF 2085 requiring service-learning hours and any upper division students in courses requiring field hours needs to be fingerprinted to obtain a clearance card.
- 2. Where do I go to get fingerprinted?** You may be fingerprinted at any of these locations:
  - MDC North Campus Police Department located at 11380 N.W. 27<sup>th</sup> Avenue, building 8, Third Floor, Room 8354. You must make a previous appointment online by going to <http://myappt.mymdc.net> and should login with their MDC username and password. **Students will be seen by appointment only.** No walk-ins will be served.
  - M-DCPS Fingerprinting Office, 1500 Biscayne Blvd. S.141, Miami, Fl. You may go personally during their hours of operation; 7:00 a.m. to 4:00 p.m. **No appointment is required.**
- 3. Can I be fingerprinted at a Miami-Dade County police station?** No, you cannot be fingerprinted at a local police station. M-DCPS requires that you be fingerprinted by the MDC North Campus Police Department or at the M-DCPS Fingerprinting Office at Biscayne Blvd.
- 4. How much does it cost?**
  - **MDC North Campus Police Department – The fee is \$57.00** paid in cash or money order payable to MDC Bursar's Office. The Bursar's Office require students to fill out the "Bursar's Authorization to Collect Fee for Fingerprint and Background Check" form. You **may also pay with a credit card** when making your appointment on-line.
  - **The cost at the MDCPS Fingerprinting Office is \$71.00**, payable through a money order to the order of "School Board Miami Dade Fingerprinting". Cash or credit card payments are **NOT ALLOWED** at this location.
- 5. What documents do I need to bring to the Fingerprinting offices?**
  - MDC North Campus Police Department: A paid receipt from the Bursar's office with the "Bursar's Authorization to Collect Fee for Fingerprint and Background Check" or the on-line credit card payment receipt, the original social security card and picture identification. International students must bring a government issued photo ID, or a passport with a valid visa.
  - M-DCPS Fingerprinting Office - The M-DCPS Service Provider Input Document from LiveText, the original social security card and picture identification. International students must bring a government issued photo ID, or a passport with a valid visa.
- 6. What happens if I miss the appointment?** Missed appointments may result in a financial penalty of \$25.00. If Miami-Dade County is under a hurricane watch or hurricane warning, all appointments will automatically be cancelled and it will be your responsibility to re-schedule your appointment on-line.



## Office of Student Teaching and Field Placement FINGERPRINTING AND SECURITY CLEARANCE PACKET

7. **When I go to the MDC North Campus Police Department website, what type of background check do I schedule?** You must select it according to your program of study one of the following: Early Childhood Education Students' Background Check or Education Students' Background Check.
8. **Can I wait until the middle or the end of the semester to be fingerprinted?** No. **You must be fingerprinted during the first two weeks of the regular semester and the first week of the short term course.** This will allow you time to receive your clearance card and complete your SOE service-learning or field experience hour requirements.
9. **I am currently employed by M-DCPS, do I have to be re-fingerprinted?** No. You do not have to be re-fingerprinted. However, you must fill out the "Authorization for Release of Confidential Information" form in this packet (or in LiveText) and provide your M-DCPS employee number to obtain the clearance date from the MDCPS Fingerprinting Office. This form should be faxed to the Office of Student Teaching and Field Placement at 305-237-6708. After obtaining the clearance date, the clearance card will be issued and sent by mail to your current address. It may also be picked up at the Field Placement Office offices at Room IAP-10.
10. **I am a former employee of M-DCPS do I have to be re-fingerprinted?** Yes.
11. **I recently completed a background check at a Miami-Dade County police department, including fingerprinting. Do I need to be re-fingerprinted?** Yes. M-DCPS only accepts internally processed or MDC North Campus Police Department conducted background checks.
12. **I work at a private school and completed a background check for them. I am taking this class for certification. Am I required to be fingerprinted by M-DCPS?** No. If you are doing your SOE service-learning hours at a private school for certification, you will need a letter from the school principal on school letterhead with your fingerprinting results.
13. **What should I do if I have been arrested or detained?** If you have been arrested or detained you will not receive clearance. You should drop the class, get fingerprinted, go through the M-DCPS clearance process, and then register again for the course when you have your clearance card.
14. **How long will it take to receive my clearance card?** You should receive your card **in the mail in approximately 15- 20 days** of being fingerprinted if you cleared the background check.
15. **It has been more than 20 days since I was fingerprinted and I haven't received my card, what should I do?** E-mail the Student Teaching and Field Placement Office at [fingerprintingSOE@mdc.edu](mailto:fingerprintingSOE@mdc.edu) to verify the status. Please include your name, student ID number, last four digits of your Social Security number, mailing address, and phone number in the email as well as the fingerprinting date.
16. **How do I know that my clearance card will be sent to the correct address?** MDC will mail your card to the address in your official MDC student records. To verify and/or update this address, go to your myMDC account (accessed via [www.mdc.edu](http://www.mdc.edu), select "Current Students" select "Change My Info").



## Office of Student Teaching and Field Placement FINGERPRINTING AND SECURITY CLEARANCE PACKET

17. **How long is my clearance card active?** Your clearance card is active for two years from your clearance date. Your card must be renewed before the expiration date. Students must return the expired clearance card to the Student Teaching and Field Placement Office to obtain a new card.
18. **What if my card expires and I was not enrolled at MDC?** A new card may be issued on or after expiration as long as you have been enrolled for at least two consecutive semesters. If you were not enrolled for two consecutive semesters prior to card expiration, you must repeat the fingerprinting process for a new card to be issued.
19. **What if I lost my card?** E-mail us at [fingerprintingSOE@mdc.edu](mailto:fingerprintingSOE@mdc.edu). Please include your name, student ID number, last four digits of your Social Security number, mailing address, and phone number in the e-mail and the approximate clearance date. You may also fill out the Clearance Card Request form in our offices at IAP-10 and get your card immediately.
20. **I was arrested for shoplifting seven years ago. Will I pass the background check?** No. Anyone who has been arrested or detained will be “flagged” by the fingerprinting background check. You will not be cleared until you provide the required documentation to the M-DCPS Fingerprinting Office/Professional Standards. Please refer to the M-DCPS letter provided in this packet, (See p. 8).
21. **I was detained by the police 10 years ago, but not arrested and not convicted of anything. Will I pass the background check?** No. Anyone who has been arrested or detained will be “flagged” by the fingerprinting background check. You will not be cleared until you provide the required documentation to the M-DCPS Fingerprinting Office. (refer to the M-DCPS letter on page 8)
22. **What actions will prevent me from clearing the background check?** Anyone who has been arrested and/or detained will be flagged. Please refer to “Employment Standards” for actions that prevent you from clearing the background check. (page 9)
23. **What should I do if I have been arrested or detained?** Anyone who has been arrested or detained will be “flagged” by the fingerprinting background check. You will not be cleared until you provide the required documentation to the M-DCPS Fingerprinting Office. (refer to the M-DCPS letter on page 8)
24. **I have received speeding tickets and parking tickets. Will that prevent me from passing the background check?** No. Traffic violations do not prevent you from clearing your background check.
25. **What if I can’t remember if I’ve been arrested or detained, or if it was so long ago I think it won’t show up?** Get fingerprinted and you will be notified if you cleared in approximately 15 - 20 days.
26. **If I don’t pass the background check, how do I get cleared?** You will not be cleared until you provide the required documentation to the M-DCPS Fingerprinting office/Professional Standards. Please refer to the M-DCPS letter provided in this packet. (p. 8)
27. **How long does it take M-DCPS to give me clearance after I’ve been flagged?** It takes one to three months or longer to be cleared, depending on the nature of your offense.
28. **If I was fingerprinted in another Florida school district, do I need to be re-fingerprinted?** Yes. M-DCPS does not accept fingerprints from other school districts.



# Miami-Dade County Public Schools

*giving our students the world*

**Superintendent of Schools**  
Rudolph F. Crew, Ed.D.

**Mrs. Ava Byrne**  
Deputy Superintendent, Professional Development  
**Deborah V. Mink, Ed. D.**  
Executive Director, Teacher Education Center  
**Pura Labrada**  
Teacher Director, Teacher Education Center

**Miami-Dade County School Board**  
Agustin J. Barrera, Chair  
Pera Tabares Hantman, Vice Chair  
Frank J. Bolaños  
Dr. Robert B. Ingram  
Evelyn Langlieb Greer  
Dr. Martin Karp  
Ana Rivas Logan  
Dr. Marta Pérez  
Dr. Solomon C. Stinson

Dear Internship Applicant:

Thank you for applying to complete your student teaching in Miami-Dade County Public Schools. We look forward to serving you. Prior to securing a placement, Employment Standards/Office of Fingerprinting will conduct a background check as part of the internship placement process. The results of the background check are normally returned to the district office within three (3) working days. You will be notified of your placement by your university liaison. However, if you have been involved in an incident that led to court action, please be advised that before the placement process can continue, you must provide the following documents:

- Incident Report (initial police investigative report) or Arrest Report/Affidavit (criminal report affidavit)
- Information or Indictment (formal charges filed by the prosecutor with the court)
- Court Adjudication (the court's disposition of your case)
- Documentation of successful completion of probation or pre-trial intervention (if applicable)
- A sworn written statement signed by you, explaining the circumstances of each arrest

All photocopies of court documents or certification from the Clerk of the Court must be original, certified copies. You should contact the Clerk of the Court in the city or county where the case was disposed. You may bring or send all of the documents to:

Miami-Dade County Public Schools  
Employment Standards/Office of Fingerprinting  
Attention: Ms. Sigilenda Miles  
1500 Biscayne Blvd., Suite 141R, Miami, FL 33132

Once the fingerprint results and documents are received, they will be reviewed by the Office of Employment Standards and the Office of Professional Standards. You will be informed of your status regarding internship placement by letter to your home address by the Office of Professional Standards. Failure to respond to this request will automatically disqualify you from student teaching in this District. If you have questions or concerns, please contact this office at (305) 995-7472.

Sincerely,

Sigilenda Miles, Executive Director, Employment Standards

SM:oj

cc: Deborah V. Mink, Ed.D.

(interns/applicant)

**Miami-Dade Teacher Education Center • 1080 LaBaron Drive • Miami, Florida 33166**  
305-887-2002 • Fax 305-884-8142 • <http://tec.dadeschools.net>

## Employment Standards

### School Board of Miami-Dade County, Florida Hiring Guidelines

Criminal Records Including Guilty Pleas (Regardless of Adjudication)  
No Contest Pleas, Pre-trial Intervention/Diversion

*This is not intended to be a complete list of all qualifying criminal offenses.*

#### Miami-Dade County Public Schools (M-DCPS) will not consider hiring:

- Adult abuse, neglect or exploitation of aged persons or disabled adults
- Aggravated Assault
- Aggravated Battery
- Arson
- Child Abuse or Child Neglect
- Contributing to the Delinquency or Dependency of a Child
- Currently on probation or has a Criminal or DUI Case Pending
- Domestic Violence (felony)
- Exhibiting a Firearm or Weapon within 1,000 feet of a school
- Extortion
- Felony Battery/Assault
- Felony Drug Possession, Sale or Distribution
- Incest
- Indecent Exposure
- Kidnapping/False Imprisonment
- Killing of an unborn child by injury to the mother
- Lewd and Lascivious Behavior
- Manslaughter
- Murder
- Pornography (Distribute or possess to sell obscene material)
- Prostitution/Solicitation of Prostitution
- Removing Children from the State or Concealing Children contrary to Court Order
- Robbery
- Sexual Assault/Sexual Battery
- Sexual Performance by a Child
- Vehicular Homicide

M-DCPS will not consider hiring if offenses are less than 10 years old. Will consider and carefully review if older than 10 years:

- Burglary
- Counterfeiting
- Forgery
- Fraud
- Grand Larceny
- Grand Theft
- Possession of a Concealed Weapon (felony)
- Sale of Alcohol to a Minor
- Welfare/Unemployment/Workers' Compensation Fraud

M-DCPS will not consider hiring if offenses are less than 5 years old. Will consider and carefully review if over 5 years:

- Battery/Assault
- Drug and/or Paraphernalia (misdemeanor)
- Possession of a Concealed Weapon (misdemeanor)
- Resisting Arrest with Violence

M-DCPS will conduct a case-by-case review of specific circumstances:

- Disorderly Conduct
- Domestic Violence (misdemeanor)
- Driving Under the Influence/Driving while Intoxicated-one incident only (More than one incident must show proof of rehabilitation.)
- Loitering
- Multiple Arrests
- Other Criminal Traffic Offenses
- Petty Theft/Larceny/Theft to Deprive/Retail Theft/Shoplifting
- Resisting Arrest without Violence
- Trespassing
- Worthless Checks

In addition to the above, Miami-Dade County Public Schools will not consider applicants seeking employment with the Miami-Dade Schools Police Department who have received a dishonorable discharge from any of the Armed Forces of United States, or with a conviction, or its equivalent, of a misdemeanor involving perjury, or a false statement.



## North Campus Police Department

Hours of Operation:

**Monday through Friday 9:30 a.m. – 3:30 p.m.**

11380 N.W. 27<sup>th</sup> Avenue, Building 8,

Third Floor, Room 8354 Miami, Florida 33167

Phone: 305-237-8479



## New Fingerprinting Payment and Procedures

The new fingerprinting payments and procedures listed below apply to all students taking service-learning, field placement, methods and practicum courses as well as college interns.

### \$57 Fingerprinting Processing Fee

- \$57 cash payment or money order payable to **“Miami Dade College Bursar’s Office.”** All students must take a paid receipt from the Bursar’s Office to MDC North Campus Police Department at the time of their appointment.
- Prepay by credit card (your credit card will be charged \$57). Payments must be made prior to appointment.
- Visiting the Miami Dade College-North Campus Police Department website to set appointments by going to <http://myappt.mymdc.net> you must use your **username** and **password** from your MDC login information. You may pay online when you set your appointment. **No walk-ins allowed.**

### Required Forms of Identification

- A current official picture identification such as a driver’s license, passport (must have current US visa) or State of Florida identification card, **AND**
- Your social security card must be presented at the time of printing!
- Completed Application. The application will be given at MDC North Campus Police Dept.

#### Please Note:

If your program is Exceptional Student Education (ESE) Science (Physics, Biology, Chemistry, Earth/Space) or Mathematics you need to inform the Fingerprinting Office that you are being fingerprinted for Education courses. If your program is Early Childhood Education, you need to inform the fingerprinting office that you are being fingerprinted for Early Childhood Education.



**Police Department  
Bursar's Authorization to Collect Fee for  
Fingerprint and Background Check  
Account 32303803 N30381 10 46627**

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Miami Dade College Identification Number:

I understand that this fee must be paid prior to my fingerprint/background check. Fee is non-refundable and non-transferable and may be paid via cash, money order, check or credit card. The payment of this fee may be made at any Miami Dade College Campus Bursar's office. Failure to keep scheduled appointments may result in a financial penalty.

Signature: \_\_\_\_\_



**Payment to be made at Miami Dade College Bursar's Office**

\_\_\_\_\_ **\$57.00 for students- medical, education-Service-learning Hours**

\_\_\_\_\_ **\$60.00 for adjunct/part-time employees/ pre-school applicant**

\_\_\_\_\_ **\$60.00 for prospective employees/applicants**

\_\_\_\_\_ **\$52.00 for all security licenses (D&G licenses)**

Cash receipt # \_\_\_\_\_

For all current M-DCPS Employees in any capacity (Paraprofessionals, Substitute Teachers, Educators (Teachers), Office Personnel)  
**NOTE: IF YOU ARE NOT A CURRENT M-DCPS EMPLOYEE, SKIP THIS FORM.**



# M-DCPS Fingerprinting Office

Hours of Operation:  
**Monday through Friday 7:00 a.m.- 4:00 p.m.**  
1500 Biscayne Blvd, Suite 141-R, Miami, FL 33132  
Phone: 305-995-7472

## Fingerprinting Payment and Procedures

Effective July 1<sup>st</sup> 2007, the revised fingerprinting payment procedures listed below apply to all full and part-time instructional/non-instructional Miami-Dade County Public School (M-DCPS) applicants and employees.

### \$71 Fingerprinting Processing Fee

\$ 71 Money Order payable to "**SCHOOL BOARD MIAMI-DADE FINGERPRINTING**"

### Required Input form

**M-DCPS Service Provider Input Form** completed by applicant and duly signed by Office Administrator requesting the fingerprinting,

### Required Forms of Identification

- . A current official picture identification such as a driver's license, passport or State of Florida identification card, **AND**
- . Your Social Security card must be presented at the time of printing!



**MIAMI-DADE COUNTY PUBLIC SCHOOLS  
SERVICE PROVIDER INPUT DOCUMENT**

Social Security #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Last Name \_\_\_\_\_ First \_\_\_\_\_ MI \_\_\_\_\_

Alias \_\_\_\_\_

Sex \_\_\_\_\_ Ethnicity \_\_\_\_\_ DOB \_\_\_\_\_

Permanent Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_

---

Date: \_\_\_\_\_

To the Office of M-DCPS Fingerprinting:

I request that the above-mentioned person be fingerprinted to provide services to students as a

SOE Service-Learning/Field Experience and/or Educator Preparation Institute...  
(Coach, Outreach Support, SOE Service-Learning Student/ Field Experience Student, Agency Employee)

Dr. Susan Neimand  
Name Typed

Miami Dade College  
School of Education

*Dr. Susan Neimand*  
Signature



**Miami-Dade County Public Schools**  
*giving our students the world*

**AUTHORIZATION FOR RELEASE  
OF  
CONFIDENTIAL INFORMATION**

I hereby authorize Miami Dade College and the Miami-Dade County Public School System to fax, mail, or e-mail my social security number for the purpose of fingerprinting and any other activity relating to my internship with Miami-Dade County Public Schools.

A photocopy of this authorization will be accepted with the same authority as the original.

_____	_____	_____
Signature	MDC Student Number	Last 4 digits of Social Security Number
_____	_____	
Printed Name	Date	

Are you a current M-DCPS Employee?    \_\_\_ YES    \_\_\_\_\_ NO

If YES, please provide your M-DCPS Employee Number: \_\_\_\_\_

If you are a current M-DCPS Employee, please provide your mailing address below so MDC can mail you your approval card (if you aren't a current employee, leave this blank):

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

**RETURN COMPLETED FORM TO:**  
Miami Dade College - School of Education  
Office of Student Teaching and Field Placement  
InterAmerican Campus, Room IAP-10  
Fax: 305-237-6708

## FINGERPRINTING AND CLEARANCE CARD PROCEDURES

WHO?	HOW TO APPLY?	WHERE?	COST/ DOCUMENTS	DUE DATE	DELIVERY DATE	VALID DATE
Pre-service teachers/SOE Students <sup>1</sup>	<p>1. On-line appointment: (<a href="http://myappt.mymdc.net">http://myappt.mymdc.net</a>)</p> <p>2. In person (no appointment) Complete application form: MDCPS Service Provider Input form found in LiveText.</p> <p>(NOTE: Student should specify if he/she is an ESE or Early Childhood Education student)</p>	<p>1. MDC North Campus Police Dept./Fingerprinting Office<sup>a</sup></p> <p>2. M-DCPS Fingerprinting Office<sup>b</sup></p>	<p><b>1. \$57.00</b> a. on-line payment receipt OR... Bursar's Office receipt (cash/money order to MDC Bursar's Office) b. application form provided there.</p> <p><b>2. \$71.00:</b> a. money order to School Board Miami Dade Fingerprinting. b. M-DCPS Service Provider Input form completed. <b>Both require:</b> c. original social security card or government issued ID d. picture ID.</p>	First week of the semester	15- 20 days ; Sent by mail or pick-up at : R. IAP-10.	2 years from clearance date
M-DCPS Employees <sup>2</sup>	Complete form, Authorization for Release of Confidential Information to request clearance date from M-DCPS Fingerprint police records. (form found in LiveText <sup>3</sup> )	Send form to: Office of Student Teaching and Field Placement. <sup>c</sup>	N/A	First week of the semester	15-20 days; Sent by mail or pick-up at R. IAP-10.	2 years after request date
Students which card was lost or expired.	Fill out Clearance Card Replacement form, found in LiveText. <sup>3</sup>	Bring form in person to IAP-10, or send form by e-mail to: Office of Student Teaching and Field Placement. <sup>c</sup>	N/A	As needed	15-20 days; Sent by mail or pick-up at R. IAP-10.	2 years from clearance date and/or request date (if expired)

### Notes:

<sup>1</sup>Fingerprinting is required for a police background check for Pre-service teachers to conduct their service/practice hours at approved Learning Centers and Miami Dade Public Schools. A clearance card is prepared by the Office of Student Teaching and Placement to be presented to the schools as evidence of the pre-service teachers' cleared status. Students will be then registered in the schools Application Tracking System (ATS), **not** in the "Volunteer" database.

<sup>2</sup> Fingerprinting is not required again. Clearance card is issued after verifying clearance date with M-DCPS police records.

<sup>3</sup> If you do not have access to LiveText, you may request the necessary form to the Office of Student Teaching and Field Placement.

### Contact information:

a- MDC Fingerprinting Office, North Campus Police Dept: 11380 NW 27<sup>th</sup>. Ave., Bldg. 8, 3<sup>rd</sup>. fl. R. 8354, Miami, Fl.tel. 305-237-8479  
b- M-DCPS Fingerprinting Office: 1500 Biscayne Blvd. S.141R, Miami, Fl. tel. 305-995-7472.  
c- Office of Student Teaching and Field Placement: R. IAP-10, tel. 305-237-6653, fax: 305-237-6708; [fingerprintingSOE@mdc.edu](mailto:fingerprintingSOE@mdc.edu)