



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

FINGERPRINTING AND SECURITY CLEARANCE INFORMATION PACKET

All pre-service teachers who are completing School of Education (SOE) service learning/clinical experience hours in 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. This card is valid for M-DCPS and the Department of Children and Families.

Upon arrival at the school, the pre-service teacher must present the fingerprinting clearance card and it will be recorded in the school's Application Tracking System (ATS). This card is valid for five (5) years and is the only clearance verification document necessary to work in the classrooms at M-DCPS and Early Childhood settings.

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 fingerprintingSOE@mdc.edu, or at (305) 237-6653.

***** IMPORTANT NOTES *****

- 1. Fingerprinting and service-learning/clinical experience hours MUST be completed in Dade County ONLY. Fingerprinting MUST be done immediately upon registering for the SOE education course. This will allow you to have a valid clearance card once school starts and start your hours immediately.**
- 2. An incomplete "I" grade will NOT be given for not clearing your fingerprint and background check for your courses' service learning hours/clinical experience.**
- 3. All M-DCPS are approved schools for service-learning/clinical experience hours. Private schools or out of county schools are NOT.**

fingerprintingSOE@mdc.edu

Phone: 305-237-6653

Fax: 305-237-6179

March, 2012



Office of Student Teaching and Field Placement

FINGERPRINTING AND SECURITY CLEARANCE PACKET

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

FINGERPRINTING & SECURITY CLEARANCE INFORMATION

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

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

RE: Fingerprinting and Background Clearance

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

This procedure affects all college students enrolled in education preparatory courses EDF 1005, EDF 2085, Teacher certification/EPI, Early Childhood Education and 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- Location:

- **M-DCPS Fingerprinting Office at 1501 NE 2nd Ave. Ste. 141. Walk-ins only, no appointment needed.**

II- Fees:

- **The fee at the M-DCPS Fingerprinting 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 (p.11), the original social security card, and picture ID. International students must bring a government issued picture ID, or a passport with a valid visa.

III. Clearance Card Process:

- a) All SOE students are cleared for a level 2 clearance. Once the fingerprinting background check is completed and you are cleared, the Office of Student Teaching and Field Placement receives a weekly report from MDCPS Fingerprinting Police Office (All SOE students only). The Office will prepare a clearance card and send you an e-mail notification. All SOE students (including the Early Childhood Education students) will get the same clearance card. This clearance card is the only document required by Miami Dade County Public Schools and the Department of Children and Families. Early Childhood Students will no longer need a letter from the Department of Children and Families certifying their clearance status.
- b) 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 may have to drop the classes requiring field hours due to lack of time to complete this requirement. (Refer to letter on p. 8 by M-DCPS Fingerprinting Office concerning clearance procedures.)

- c) Clearance will not be granted in cases as those listed in the list of M-DCPS employment standards (p. 9).
- d) M-DCPS Fingerprinting Office will notify students via a certified letter of the documentation required.
- e) Once fingerprinted, the complete clearance card process may take approximately two to three weeks.
- f) Students are required to pick up their cards at InterAmerican Campus, 627 SW 27th Ave, Room 1352.
- g) The card is valid for a maximum of five years for MDCPS. If more than five years have passed after original clearance date, you will need to get re-fingerprinted to get a new card.
- h) If the card is lost, or needs replacement, the student needs to fill out the **Clearance Card Request Online Form** (<http://c1.livetext.com/misk5/formz/public/56878/cyF9h46NJU>, sample p.12). Old cards issued on/before October, 2011 which had a 2 year validity may be renewed if expired by completing this form as well. Processing time is within one to three weeks.
- i) **Current M-DCPS employees** do 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 and they are active employees. They will have to fill out the Clearance Request form online: (sample, p.12; (<http://c1.livetext.com/misk5/formz/public/56878/cyF9h46NJU>, to authorize our Office to request their clearance date from M-DCPS. Once the clearance date is obtained, the Office of Student Teaching and Field Placement will prepare the card for pick-up at InterAmerican Campus, 627 SW 27th Ave, Room 1352.
- j) **Fingerprinting in other school districts** other than M-DCPS or MDC **is not acceptable.** However, transfer students from other Miami Dade County Higher Education institutions that hold a valid clearance card after being cleared by M-DCPS, can request a MDC card by completing the **Clearance Card Request Online Form:** <http://c1.livetext.com/misk5/formz/public/56878/cyF9h46NJU>, sample p.12).
- k) **The Center for Community Involvement or your professor do NOT have any information** regarding the status of your fingerprinting or your clearance card.



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

FREQUENTLY ASKED QUESTIONS

- 1. Where do I go to get fingerprinted?** You may be fingerprinted only at M-DCPS Fingerprinting Office, 1501 NE 2nd. Ave. Ste.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.**
- 2. Can I be fingerprinted at a Miami-Dade County police station?** No, you cannot be fingerprinted at a local police station, only at the M-DCPS Fingerprinting Office at Biscayne Blvd.
- 3. How much does it cost? The cost at the M-DCPS 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.
- 4. What documents do I need to bring to the Fingerprinting office?** The M-DCPS Service Provider Input Document, the original social security card and picture identification. International students must bring a government issued photo ID, or a passport with a valid visa, in lieu of a social security.
- 5. Can I wait until the middle or the end of the semester to be fingerprinted?** No. **You must be fingerprinted as soon as you register in courses requiring service-learning/clinical experience hours.** This will allow you time to receive your clearance card and complete your field hours.
- 6. I am currently employed by M-DCPS, do I have to be re-fingerprinted?** No. You must complete the Clearance Card Request form and provide your M-DCPS employee number to obtain the clearance date from the M-DCPS Fingerprinting Office. After verification, the clearance card will be issued and you may pick it up at the SOE InterAmerican Campus, Room 1352.
- 7. I am a former employee of M-DCPS, do I have to be re-fingerprinted?** Yes. You will need to be re-fingerprinted as a School of Education student since your clearance is no longer valid.
- 8. I am a (current/former) volunteer with M-DCPS do I have to be re-fingerprinted?** Yes. Volunteer fingerprint results are not retained by the Florida Department of Law Enforcement which means M-DCPS Fingerprinting Office is not made aware of subsequent student arrest/case. Therefore, any student who was fingerprinted as a school volunteer with Miami Dade County Public Schools (M-DCPS) must be re-fingerprinted for clinical experience/service learning hours with MDC College.
- 9. 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 background checks conducted at M-DCPS Fingerprinting Office in Downtown Miami.
- 10. 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/clinical experience hours at a private school for certification, you will need a letter from the school principal on school letterhead with your fingerprinting results.
- 11. What should I do if I have been arrested or detained?** If you have been arrested or detained you will not receive clearance until you resolve your case. You will be notified via a certified letter to provide the required documentation. The School of Education recommends that students drop the class in

these cases. The time to resolve these cases is unknown and “Incompletes” are not granted for this reason. Once solved, you will be reported as clear, you will get your card and can be registered.



Office of Student Teaching and Field Placement

FINGERPRINTING AND SECURITY CLEARANCE PACKET

12. **How long will it take to receive my clearance card?** You should get an e-mail notifying you of your clearance card status within three weeks of being fingerprinted. If cleared, you will be asked to pick up your card at the SOE InterAmerican campus, Room 1352.
13. **It has been more than 20 days since I was fingerprinted and I haven't received my card, what should I do?** You will need to complete and submit the Clearance request form online (p.12) to inquire about the status of your new card. Your request will be processed within one to three weeks.
14. **How long is my clearance card active?** Your clearance card is active for five years from your clearance date. If more than five years have passed, you need to get re-fingerprinted to get a new one.
15. **What if I lost my card?** You may request a replacement by completing the Clearance Card Request form online (<http://c1.livetext.com/misk5/formz/public/56878/cyF9h46NJU>). Once your information is verified as valid, **you may get a replacement card in one to three weeks.**
16. **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 (p. 8).
17. **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 p. 8)
18. **What actions will prevent me from clearing the fingerprinting background check?** Anyone who has been arrested and/or detained will be flagged.
19. **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. M-DCPS Office of Professional Standards will send you a certified letter informing you of this. Please contact the M-DCPS Office at 305-995-7120 if you did not receive their certified letter, or for further details. (refer to the M-DCPS letter on p. 8)
20. **I have received speeding tickets and parking tickets. Will that prevent me from passing the fingerprinting background check?** No. Traffic violations do not prevent you from clearing your fingerprinting background check.
21. **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. You will be notified if you are cleared in approximately two-three weeks.
22. **If I don't pass the background check, how do I get cleared?** By providing the required documentation to the M-DCPS Fingerprinting Office of Professional Standards as requested via a certified letter to you. It is your responsibility to contact the M-DCPS office at 305-995-7472 if you did not receive the certified letter, or for further details.

23. **How long does it take M-DCPS to give me clearance after I've been flagged?** Since it may take months or longer to be cleared, depending on the nature of your offense, we recommend that you drop the class until you clear your fingerprinting. This reason does not qualify you for an "Incomplete".
24. **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
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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 LaBaton 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.



M-DCPS Fingerprinting Office

1501 Biscayne Blvd, Suite 141-R, Miami, FL 33132

Phone: 305-995-7472

Hours of Operation:

Monday - Friday 7:00 a.m. - 4:00 p.m.

Fingerprinting Payment and Procedures

Effective July 1, 2007, the revised fingerprinting payment procedures listed below applies to all full and part-time instructional and non-instructional Miami-Dade County Public School (M-DCPS) applicants and employees, contracted and charter school employees, specified university and college interns, and private bus drivers.

\$71 Fingerprinting Processing Fee

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

Required Input Form

M-DCPS Service Provider Input Form applicant complete and take this form the day of fingerprinting to the M-DCPS location ONLY (p.11).

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.

Revised 9/30/2010



Miami-Dade County Public Schools
**MIAMI-DADE COUNTY PUBLIC SCHOOLS
SERVICE PROVIDER INPUT DOCUMENT**

Please complete and take this form to the M-DCPS location ONLY, when doing your fingerprints.

Social Security #: _____ - _____ - _____ Student ID# _____

Last Name _____ First _____ MI _____

AKA _____

Sex _____ EEO _____ Birth Date _____

Permanent Address _____

City _____ State _____ Zip Code _____

Phone Number _____

Date: _____

TO: M-DCPS Office of Fingerprinting:

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

SOE Service-Learning/Clinical experience and/or Educator Preparation
Institute...

(Coach, Outreach Support, Intern, Agency Employee).

Dr. Susan Neimand
Name Typed

Miami Dade College
School of Office

Dr. Susan Neimand
Signature



Office of Student Teaching and Field Placement

FINGERPRINTING AND SECURITY CLEARANCE PACKET

Link: <http://c1.livetext.com/misk5/formz/public/56878/cyF9h46NJU>.
Fingerprinting Clearance Card Request Form/Sample

- Edit Properties
- Fields
- Roles
- Datasets
- Preview

Create a Printable Version

Fields

1



Please check your reason to place this request.

Check only one as it applies to your case and complete the section that corresponds.

- To request a new clearance card by M-DCPS employees.
- To request a MDC card for a transfer student from any Miami Dade County Higher Ed. institution.
- To request a replacement for a lost or damaged card.
- To re-issue an expired card for a card issued on/before Oct., 2011 and over two years old.
- To check the status of a new card after more than one month of being fingerprinted.

2



Today's Date:

Please include the mm/dd/yy.

3



Last Name:



Office of Student Teaching and Field Placement

FINGERPRINTING AND SECURITY CLEARANCE PACKET

FINGERPRINTING AND CLEARANCE CARD PROCEDURES

WHO?	HOW TO APPLY?	WHERE?	DOCUMENTS		DATE	DATE
Pre-service teachers/ SOE Students ¹	In person (no appointment) Complete application form: M-DCPS Service Provider Input form found in LiveText or provided in the packet.	M-DCPS Fingerprinting office at NE 2 nd . Ave. ¹	\$71.00: a. money order to School Board Miami Dade Fingerprinting. b. M-DCPS Service Input Provider form. c. original social security card or government ID, and picture ID.	As soon as you register for courses requiring SOE service- learning /clinical experience hours.	2-3 weeks; Pick up at SOE Fingerprinting Office. InterAmerican Campus, 627 SW 1 st Ave, Room 1352.	5 years from clearance date
M-DCPS Employees ² Transfer students from Miami Dade County Higher Ed Institutions	Complete Clearance Request form online ³ to request clearance date from M-DCPS Fingerprint police records.	Submit form for processing by the Office of Student Teaching and Field Placement via link ³	N/A	As soon as you register for courses requiring SOE service- learning /clinical experience hours.	2-3 weeks ; Pick up at IAC R. 1352. ^d	5 years from clearance date
Students whom card was lost or damaged or cards issued before Oct., 2011 which expired.	Complete Clearance Request form online ³ to request clearance date from M-DCPS Fingerprinting police records.	Submit form for processing by the Office of Student Teaching and Field Placement via link ³	N/A	As needed	2-3 weeks; Pick up at IAC R. 1352. ^d	5years from clearance date

Legend:

1. M-DCPS Fingerprinting Office: 1501 NE 2nd. Ave., Suite 141, Miami, Fl. tel. 305-995-7472.
2. Office of Student Teaching: R. 1352 InterAmerican Campus, tel. 305-237-6653, fax: 305-237-6179, fingerprintingSOE@mdc.edu
3. Clearance card request form link: <http://c1.livetext.com/misk5/formz/public/56878/cyF9h46NJU>.



Office of Student Teaching and Field Placement

FINGERPRINTING AND SECURITY CLEARANCE PACKET

SAMPLE- CLEARANCE CARDS FOR SCHOOL OF EDUCATION STUDENTS

 **Miami Dade College**
SCHOOL OF EDUCATION
SECURITY CLEARANCE INFORMATION

Name: _____

Student ID #: _____ Last 4 Digits SS: _____

M-DCPS Clearance Date: _____

Valid thru: _____

My signature below indicates my agreement to:

- Comply with Code of Ethics of the Education Profession in Florida and Principles of Professional Conduct for the Education Profession in Florida.
- Abide by M-DCPS, Early Childhood Educational Centers and MDC building policies.
- Immediately self-disclose to the Director of Clinical Supervision any subsequent arrest, conviction/disposition.

I understand that the use of this card by anyone other than myself can result in charges of academic misconduct.

Signature