



Criminal Justice Business Applications Unit

March 16, 2021

State Police Guide to Student Teachers and Statutory Waivers

Connecticut General Statutes (CGS) § 10-232b requires schools to fingerprint student teachers who are enrolled in a teacher preparation program that has been approved by the Connecticut State Department of Education (SDE). These student teachers must submit to a state and national criminal background check within sixty days from the date that their student teaching experience begins. The statute also waives the \$75.00 state fee to process the criminal background check. Review the Connecticut State Department of Education's *Guide to Approved Educator Preparation Programs in Connecticut form* for more information on approved programs.

Review the *State Police Guide to Criminal Background Checks for Noncriminal Justice Purposes document* for more information on the background check process.

List of SDE-Approved Teacher Preparation Programs

	Ca		dat		mus		ek	adı	rise	me	nt d	direc	tly	fro	m	ind	ivid	dua	l in	stiti	ıtio	ns	abo	out	pro	ogra	am	adn	niss	ion	ıs a	nd o	ou	rse	wo	rk r	req	uire	eme	ent:	s.						
CONNECTICUT EDUCATOR PREPARATION INSTITUTIONS Initial/Advanced Certification Programs	Early Childhood, Birth to Kindergarten	Integrated Early Childhood N-K & Elem Grades 1-3	Elementary, Grades 1-6	Integrated Benentary 1-6/Special Education K-12	English, Middle School Grades 4-8	History/Social Rudies, Middle School Grades 4-8	Mathematics, Middle School Grades 4–8	Biology, Middle School Grades 4–8	Chemistry, Middle School Grades 4–8		General Science, Middle School Grades 4−8			English, Grades 7–12	History/Social Studies, Grades 7–12	Mathematics, Grades 7–12	Biology, Grades 7–12	Chemistry, Grades 7–12	Earth Science, Grades 7–12	General Science, Grades 7–12	Physics, Grades 7–12	French Grades 7-12	German, Grades 7–12	Italian, Grades 7-12	Latin, Grades 7–12	Mandarin Chinese 7–12	Russian, Grades 7–12		Other World Language, Grades 7–12	Agriculture, Grades PK-12	Art, Grades PK-12	Health, Grades PK-12	Family & Consumer Science, Grades PK-12	Music, Grades PK-12	Physical Education, Grades PK-12	Technology Education, Grades PK-12	Comprehensive Special Education, Grades K-12	Bilingual Education, Bementary or Secondary	TESOL, GradesPK-12	School Library Media Specialist	SchoolCounselor	School Psychologist	Speechand Language Pathologist	Remedial Reading/Remedial Language Arts, 1–12	Reading and Language Arts Consultant	Intermediate Administrator or Supervisor	Commission about a Colombia
Albertus Magnus College					U	U	U				U				U	U	U	U		U								U			U																Γ
Central CT State Univ.			UG																	UG		UG	UG	UG				UG			UG	_		UG	UG	UG	G		G		G			G	G	G	(
Connecticut College			U											U	U	U	U	U	U	U	U							U						U													
Eastern CT State Univ.		UG	UG														UG		UG																UG									ш			L
Fairfield University			G											G	G	G	G	G		G	G	G	G	G	G			G						U			UG	G	G		G	G		G			
Mitchell College		U																																													
Quinnipiac University			G											G	G	G	G											G																		G	
Sacred Heart University			G												G	G	G	G		G								G															G	G	G	G	(
Southern CT State Univ.		UG	UG	U														UG				UG	UG	UG				UG			UG				U		UG	UG		G	G	G	G	G	G	G	1
University of Bridgeport			G		G	G	G	G	G	G	G	G			G	G	G	G	G		G													G										G	G	G	
University of Connecticut			UG										U	JG	UG	UG	UG	UG	UG	UG	UG	UG	UG	UG	UG	UG		UG		UG				U			UG				G	G	G	G	G	G	,
University of Hartford	UG	UG	UG	U										U		U																		UG			G					G					
University of Saint Joseph		G	UG										U	JG I	UG	UG	UG	UG		UG		UG		UG	UG			UG					G				UG				G						Г
Western CT State Univ.			U										U	JG I	UG	UG	UG	U	U	UG								UG				U		U							G			G	G	G	
Alternate Route to Certification (ARC) Capitol Region													N	N		N	N	N	N	N	N	N¹	N¹	N¹	N	N¹	N¹	N¹	N¹				N	N		N								Ш			
Education Council (CREC)			N																																												
Charter Oak State College	N																																														Г
Relay Connecticut			N											N			N	N			N																										Г
Teach for America			N											N	N	N	N	N		N	N	N						N										N									Г
Cross-Endorsed Alternate Route Programs																	Fo	r Ho	lder	s of \	/alid	Con	nec	ticut	t Tea	chin	ng Ce	ertifi	cate	s On	ly																
Albertus Magnus College																																												N			ľ
Area Cooperative Education Services (ACES)																																						N	N	N							
Capitol Region Education Council (CREC)														T						П				T								T		7		\neg	N					Г		П			f

Find the most up-to-date list at:

https://portal.ct.gov/-/media/SDE/Certification/guides/ap_ed_prep_prgms.pdf





Criminal Justice Business Applications Unit

Student Teacher Program Enrollment

Student teachers who are enrolled in a program that <u>does not</u> have a certification endorsement code (U, G, or N) in the designated institution box are <u>not required</u> to be fingerprinted and <u>do not</u> qualify for the \$75.00 state fee waiver. Schools can fingerprint student teachers in unapproved programs (at their discretion), but state law does not require the background check and the student teacher will pay the state fee.

Schools must maintain documentation of a student teacher's enrollment in an approved SDE-program for at least one year for state and federal auditing purposes. Schools that cannot verify a student teacher's enrollment will be required to submit the correct state fee.

Examples

Institution	Program	Endorsement Code	Fingerprint	Fee
Albertus Magnus	Elementary,	None	Not Required	State & Federal
College	Grades 1-6			
Albertus Magnus	Art, Grades,	U	Required	Federal Only
College	PK -12			
Albertus Magnus	School Counselor	None	Not Required	State & Federal
College				
Relay CT	English,	N	Required	Federal Only
	Grades 7-12			

Student Teacher Classification

Schools must classify student teachers as paid or unpaid. Unpaid student teachers do not receive any direct payment. Schools that pay stipends directly to a college, university, or program must classify their student teachers as unpaid. Paid student teachers receive direct payment for their student teaching experience.

Schools must maintain documentation of a student teacher's classification for at least one year for state and federal auditing purposes. Schools that cannot verify a student teacher's classification will be required submit the correct federal fee.





Criminal Justice Business Applications Unit

<u>Fees</u>

SDE-Approved Program		Unapproved Programs	
Unpaid Student Teacher	\$11.25	Unpaid Student Teacher	\$11.25 plus \$75.00
Paid Student Teacher	\$13.25	Paid Student Teacher	\$13.25 plus \$75.00

Fingerprinting Costs

Fingerprints taken at a state police location will cost \$15.00 per fingerprint card. All other locations, such as a regional educational service center, police department, independent fingerprinting company, or school personnel can charge their own fingerprinting fees.

Privacy Rights Forms

Student teachers must complete a waiver and consent form, in addition to, the FBI Privacy Act Statement and Noncriminal Justice Applicant's Privacy Rights forms. Local and regional school districts and state technical high schools must use the National Child Protection Act/Volunteer for Children Act (NCPA/VCA) Waiver and Consent form. All other schools must use the Volunteer and Employee Criminal History System (VECHS) Waiver and Consent form. Schools must retain all three forms for auditing purposes. Do not send these forms to the state police with the fingerprint card.

Fingerprint Card Submission

Fingerprint cards for student teachers in a SDE-approved program must have specific indicators on them. The front <u>and back</u> of all fingerprint cards must contain complete and accurate information. Enter the student teacher classification (paid or unpaid student teacher), <u>in addition to</u>, the student teacher's employer information, in the "Employer's Name and Address" section.

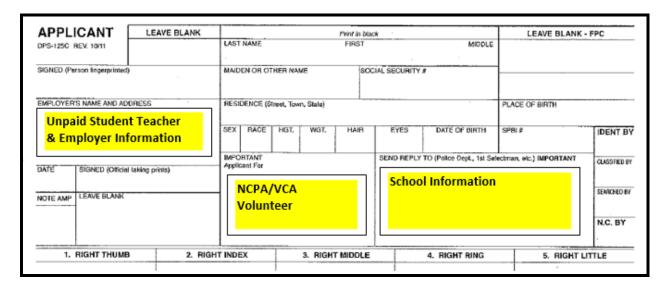




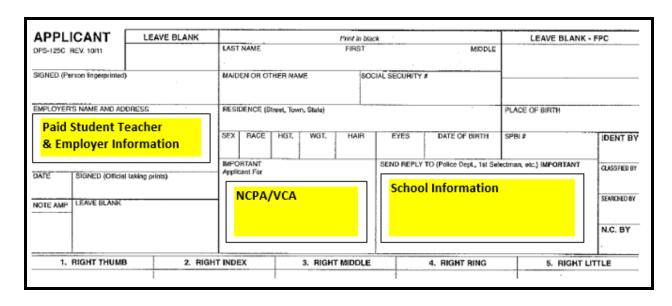
Criminal Justice Business Applications Unit

Sample Fingerprint Cards

Unpaid Student Teacher in an Approved Teacher Preparation Program



Paid Student Teacher in an Approved Teacher Preparation Program







Criminal Justice Business Applications Unit

Sample Fingerprint Cards

Unpaid Student Teacher in an Unapproved Teacher Preparation Program

APPLICANT	LEAVE BLANK					Print in bia	ck '		LEAVE BLANK	- FPC
DPS-125C REV. 10/11		LAST	NAME			FIRST		MIDDLE		
SIGNED (Person lingerprinted))	MAID	EN OR O	HER NA	WE	so	CIAL SECURITY	,		
EMPLOYER'S NAME AND AD	ORESS	RESI	DENCE (S	treet, Tow	m, State)				PLACE OF BIRTH	
		SEX	RACE	HGT,	WGT.	HAIR	EYES	DATE OF BIRTH	SP81#	IDENT BY
ATÉ SIGNED (Officia	Laking prints)		RTANT and For		l	1	SEND REPLY	TO (Police Dept., 1st Set	ectman, etc.) IMPORTANT	CLASS/FIED BY
NOTE AMP LEAVE BLANK		11	NCPA, /olun				Schoo	ol Information		SEARCHEO BY
		L								N.C. BY
1. RIGHT THUME	2. RIG	HT INDE	EX		3. RIGH	T MIDDLE		4. RIGHT RING	5. RIGHT L	ITTLE

Paid Student Teacher in an Unapproved Teacher Preparation Program

APPLICANT (LEAVE BLANK		Print in	btack		LEAVE BLANK	- FPC
DPS-125C REV. 10/11		LAST NAME.	FIRS	τ .	MIDDLE		
SIGNED (Person lingerprinted)		MAIDEN OR OTHER	NAME	SOCIAL SECURITY	,		
EMPLOYER'S NAME AND ADD	DRESS	RESIDENCE (Street,	Town, State)			PLACE OF BIRTH	
		SEX RACE HO	ST. WGT. HAIR		DATE OF BIRTH	SPBI #	IDENT BY
DATE SIGNED (Official	taking prints)	IMPORTANT Applicant For			TO (Police Dept., 1st Se	lectman, etc.) IMPORTANT	CLASSIFIED BY
NOTE AMP LEAVE BLANK		_ NCPA/VO	CA				SEARCHED BY
			-				N.C. BY
1. RIGHT THUMB	2. RIGI	IT INDEX	3. RIGHT MIDD	LE	4. RIGHT RING	5. RIGHT	LITTLE