Central Connecticut State University           School of Education and Professional Studies

Instructions for Completing Fingerprinting

NOTE: The terms “Teacher Candidates” or “Candidates” refers to CCSU students admitted to the Professional Program for Teacher Certification at Central Connecticut State University

1. Capitol Region Education Council (CREC), 111 Charter Oak Avenue, Hartford, CT conducts fingerprinting and background checks of CCSU students.
2. CREC does fingerprinting by appointment only. Go to the CREC fingerprinting webpage at http://www.crec.org/fp/index.php for CREC fingerprinting information and scroll down to the link to make the appointment. CREC’s phone number is (860) 524-4003.
3. CREC has limited hours for fingerprinting. Make the appointment early to be sure that the process is complete before the field experiences begin.
4. Forward the email from CREC confirming the fingerprinting appointment to Adelaida Arthur at seps_profprog@ccsu.edu so the fingerprinting status can be changed to pending.
5. The fee for this service is $60.00, payable to CREC by money order or cashier’s check. Cash and personal checks are not accepted. VISA/MASTERCARD (Credit/Debit cards) are accepted for an additional service charge of 2.50. The student is responsible for all fees.
6. CREC requires two forms of ID, one of which must be a photo ID such as a current driver’s license or passport. Other forms of ID include state ID, Social Security card, birth certificate or current college ID.
7. Teacher candidates must identify themselves as education students if they want the fingerprinting and background report to be classified as for a student to be valid for three years. Fingerprinting completed for employment is good for one year or less.
8. Driving directions to CREC are at: http://www.crec.org/crec/about/directions/crec_central.htm
9. When the fingerprinting is done, CREC will issue the student a copy of the fingerprint sheet/receipt to the School of Education and Professional Studies (SEPS) Dean’s Office, 203 Barnard Hall. A copy will be made for our records and the student’s fingerprinting status will be changed to completed.
10. The student should bring the original fingerprint sheet/receipt to the School of Education and Professional Studies (SEPS) Dean’s Office, 203 Barnard Hall. A copy will be made for our records and the student’s fingerprinting status will be changed to completed.
11. Keep a copy of fingerprinting receipt. Students must take the fingerprint sheet/receipt with them to their placement site in case the site wants to see the proof of fingerprinting.