

Required Fingerprinting for Field Experience (Service Learning)

AZ state law (House Bill #2566) requires that all persons serving pupils in schools in a field experience placement shall possess a valid Arizona Fingerprint Clearance Card. Field Experience is REQUIRED for any EDU, EED, and CFS176 courses at Chandler-Gilbert Community College.

Who should be fingerprinted?

- All students taking EDU, EED, and CFS176 courses at CGCC
- Students must acquire the Fingerprint Clearance Card, regardless of major, if taking any of the above mentioned courses
- Students will NOT be placed, or be allowed to self-place, in a field experience/service learning setting without a valid Fingerprint Clearance Card.
- Students who are enrolled in the above courses but who are NOT planning to become teachers should email Jennifer Spring (jennifer.spring@cgcmail.maricopa.edu) before beginning this process.

Where?

- Walk-in fingerprinting services are available at: Community Wellness and Safety; 522 N. Gilbert Rd. Suite #104; Gilbert, AZ 85234; (NW corner of Gilbert and Juniper) (480) 892-4295; M-F 8:30am-5:00pm

What should you bring?

- Acceptable ID: driver's license, state or government issued ID card (with photo and physical description), or US Passport (School ID badges are not valid!)
- Fingerprinting service fee: \$15.00 (cash or credit—Visa and Mastercard)
- In addition, A Cashier's Check or Money order for \$65.00 payable to AZ DPS

Obtaining a Fingerprint Clearance Card:

- Students MUST apply for an IVP Fingerprint Clearance Card, not a regular card.
- Student will fill out an application for a federal background check, which is required to obtain a Fingerprint Clearance Card (application forms are provided at the time of fingerprinting).
- Community Wellness will submit each student's application per the new AZ law. DPS will process and mail Fingerprint Clearance Card directly to student.
- Fingerprint Clearance Card is valid for 6 years.
- Call DPS with specific questions, or visit their website: DPS: (602) 223-2279; <http://www.azdps.gov/default.asp>