

“CO Licensure/Employment CABS”. Then you will see the question “What is your reason for CO Licensure/Employment CABS?”. Select “Field Experience Educators 22-2-119 3”. This will then auto-fill the CBI Unique ID **6188EPPI** (on the CDE website this is referred to as the Service Code/Unique ID), be sure that the Reason Fingerprinted reads “Field Experience Educators 22-2-119 3”. Pay for and confirm your appointment. The cost is \$54.50 (as of this update; and is subject to change) and includes the background check.

2. _____ does not currently have a location in Durango. IdentoGo also has locations nationwide in case you are doing this from home outside of Colorado. If you select IdentoGo **from** the [CDE site \(https://www.cde.state.co.us/cdeprof/fieldexperience\)](https://www.cde.state.co.us/cdeprof/fieldexperience) this will automatically initiate the process to schedule your appointment and automatically pre-fill the service code (**25YQZV**). Complete the sign-in forms (you will **NOT** have an Authorization Code – or Coupon Code). The fee is \$54.50 (as of this update; and is subject to change) and includes the background check. Payment will be made at your appointment.

3. **AFTER**

Return to your COOL account, login, and complete the _____ section. Select “My Profile” in the blue header above your name and then “Programs” in the Preparation section. To complete the “Programs” section you will need a digital image of your valid Fort Lewis College ID card which displays your student ID number and the name of the school district(s) or charter school(s) where you will be for your field experience (there are tips below on completing this form, do not delay in completing it).

_____ Completion of this section of your account identifies you as an FLC student to the CDE and this is where you will submit your FLC student ID number. If you fail to complete this form within 30 days of your fingerprint appointment, you will be required to fingerprint again _____ There is a 30-day limit on the period-of-time that CDE can hold your fingerprints.

_____. This is what authorizes FLC (Jennifer Bleyle) to confirm your file with CDE.

****When entering your FLC ID number in this section, be sure to only input the 9 digits that start with 900. On your ID card you will see another number at the end of that, this number only indicates the number of IDs you've had printed. If you've lost an ID, it could be a “2” or higher depending on your case.

- a. This form states that you must have a confirmed placement before completing the form, please disregard this and complete in line with the suggestions here. This fingerprint/background check process _____ be complete before any field experience plans can be made, and to complete it, you must complete this form.
- b. You will need a digital image of your valid college ID card which clearly displays your student ID number (900*****). Remember, only input the 9 digits that start with 900.
- c. The name of the school district(s) or charter school(s) where you will be or have been placed for your field experience.
 1. **PLEASE MAKE DURANGO 9-R your first, default, choice.**
 2. You may select a 2nd option: local choices

- d. The PIN number requested for your signature is generated with your account creation and can be found the "Profile" section of your COOL account or select "Forgot PIN" and it should appear on screen. You may also generate a new one there.
- e. Another **VERY IMPORTANT NOTE:** If there is a delay in your expected completion date (**graduation**) (taking 7 (e)-1..8 Ti