

Creative Arts at Park

Instructions for Required Fingerprinting

All new hired staff at Creative Arts at Park (CAAP) must be fingerprinted before beginning work at CAAP. Here are the instructions for how and where to do this:

Registering to complete the fingerprinting at a location off-campus on your own time:

Fingerprinting Locations: <http://www.i1enrollment.com/locations/?st=ma>

Registration:

Online registration:

<https://ma.ibtfingerprint.com/>

By phone: [866-349-8130](tel:866-349-8130)

Overview of the process:

1. Determine the location where you will go to have your fingerprint taken. There is a location in Dedham (approximately 15 minutes away from school on the VFW Pkwy) and many more throughout the state.
2. Complete the online registration process. You will need to know the following information:
 - a. Agency/Sector: Pre-K-12th Grade Education (ESE)
 - b. Applicant Type: Unless you maintain a MA License for Education, all Park / CAAP employees are "All Other School Personnel".
 - c. Provider ID: 00460814
 - d. You will have the option to pay the fee of \$35 (\$55 if you are a licensed educator) in advance.
3. **Bring your Registration Confirmation Number and an acceptable form of identification** with you to the fingerprinting appointment. The appointment should take less than 15 minutes.
4. Send your receipt to Bailey at mannixb@parkschool.org and we will reimburse you for your costs.