

Required Fingerprinting for all new hired staff

All new hired staff at Creative Arts at Park, (Counselors and CIT's), must be fingerprinted before beginning work at CAAP. Here are instructions as to how and where to do this. Please Scan, mail or bring Pam a copy of your fingerprint receipt, and she'll make sure you're reimbursed.

Registering to complete the fingerprinting at a location off-campus on your own time at an identigo location. (don't go to Brookline Police for this)

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)

If you call the number above, they'll tell you your nearest location and pre-register you for an appointment. You may pay with a credit card this way.

Overview of the process:

1. Determine the location where you will go to have your fingerprint taken. There's a location in Dedham off Providence HWY, (approximately 15 minutes away from school), one on Moody St. in Waltham, and one in Boston where they have the harbor cruises. The Identogo company will send your results to Park directly. You still need to send your receipt to us via email or mail so CAAP can reimburse you.
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 if you register online or call the number above and they can set up your appointment and they will take your payment by credit card as well. If you choose this option, you may use the camp's credit card to pay for the background check. Please request to use the camp's credit card from Pam Swift. Pam's direct line: 617-274-6066. Email: swiftp@parkschool.org **If you choose to pay at the time of the appointment they do NOT take cash and do not accept credit cards. You must pay at the location by personal or cashier's check or with a money order.** The camp will reimburse you for the cost. We must have a copy of your receipt, but again if you are fingerprinted by identogo, they'll send the results directly to The Park School.
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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.