Baltimore County Public Schools

See both pages!

Full-Time Internships:

In Maryland, the Family Law Article §5-550 to 5-559 governs background checks for public school employees. All persons employed by Baltimore County Public Schools (BCPS) are required to be fingerprinted and undergo a criminal history background check before their first day of employment with the school system.

- Full-Time Interns: Must make appointment at www.identogo.com or telephone 1-877-467-9215 Monday through Friday between 9:00 AM and 4:30 PM (closed 1:00-2:00 PM).
- Where: Office of Fingerprinting, 6901 Charles Street, Building E, Towson, MD 21204
- Authorization code is **DP2020** (it is staying the same as last year). The cost of fingerprinting and the background check is $81.00. Visa, MasterCard, and personal check payments can be used to make an electronic payment when scheduling appointments. Cash, checks or money orders ONLY are accepted at the fingerprinting site.
- Required forms are located on the Office of Fingerprinting Website. Interns need to print and complete the Background Check application (set of 6 documents) and the Department of Social Services Consent for Release form. However, interns should not sign the DSS form until they are at their appointment.
- COVID-19 precautions: Interns are required to wear masks or face coverings upon entering the Office of Fingerprinting building. Interns will not be seen for their appointment without printed and completed forms ahead of time. Interns should arrive no more than 15 minutes ahead of time for their appointment. If the interns arrive earlier, they will need to wait outside or in their car.
- Once an intern is fingerprinted, those prints remain valid for unpaid positions, such as internships, for five years.
- For a paid position, a person in a paid position requires an original fingerprint date within 365 days anticipated of their first day work.
- Because sometimes plans change; if the actual start date exceeds 365 days from the fingerprint date, interns will be asked to be re-fingerprinted at their expense.
- Interns’ fingerprint cards may be upgraded to an employee fingerprint clearance card for paid positions if they are hired within a year of being fingerprinted
- Once a person has an employee fingerprint card, that card remains valid for all paid positions as long as the employee remains in pay status by working at least once every 365 days.
- If the intern becomes a substitute, they do not need to be re-fingerprinted to become a teacher as long as there has not been a gap in pay of over 365 days.
- Teacher candidates who may have questions or concerns about their background check status due to past incidents of illegal/criminal conduct should contact Ms. Melinda Basler, the BCPS Internal Investigator. Candidates with questions regarding their personal background should contact her prior to being fingerprinted at mbasler@bcps.org.
- More full-time internships, part-time internships and field placements on the next page...
All TU Students in BCPS (full-time internships, part-time internships and field placements):

- All students/visitors/interns in BCPS schools and programs, whether offered in person or online, must complete online BCPS volunteer training annually and prior to the first day of their experience and provide a volunteer training certificate at building sign in OR when joining a host teacher for the first time in an online experience.