TO: PDS partners/IHEs

FROM: Tiffany R. Adams
PDS Coordinator
Baltimore City Public Schools

RE: Teacher Intern fingerprinting procedures

DATE: June 11, 2019 (COVID-19 update from 7/9/20)

COVID-19 Update: All employees of Baltimore City Public Schools (City Schools) are required to successfully complete a fingerprinting background check before beginning employment with City Schools. To maintain safe social distancing and to ensure the safety of our employees and customers, all fingerprint/background checks will operate by appointment only. Customers will be required to wear mask or facial covering when visiting the office for a fingerprint/background check. The cost for a fingerprint/background check is $61.25 check or money order made payable to IDEMIA. To schedule a background appointment, please go to https://booknow.appointment-plus.com/b04ebxmq/ and select a date and time you are available to come in for a background check. We ask that customers make every effort to be present and on time for their scheduled fingerprint/background check appointment. Customers that arrive late for a fingerprint/background appointment are subjected be rescheduled based on the volume of customers present. To minimize the heavy traffic flow, only customers who have an appointment will be permitted in the Pre-employment office.

Based on questions I received regarding fingerprinting, I clarified the procedures teacher interns must follow.

1. Professional year students must be fingerprinted at Baltimore City headquarters at 200 E. North Avenue to be fingerprinted. Once Security checks the intern in at the desk, he or she will be directed to Room 120.
2. The intern must provide a valid state ID or valid driver’s license.
3. No cash is accepted. The intern should bring a $61.25 check or money order made payable to IDEMIA.
4. The supervisor will send an email to the teacher intern confirming that his/her placement will be in Baltimore City. This should be an email with the intern’s name and the supervisor’s name on a TU email account. If the specific placement is known that should be stated in the email, but it is not required if specific matches are not yet complete. The intern may be asked to show the printout, so they should be prepared with this when they arrive to be fingerprinted. The intern should bring a printed copy of that confirmation email with them to the fingerprinting office.
5. The teacher intern should plan to return about one week later to pick up the badge, but he/she must know the school placement so the school name can be placed on the badge.
6. The badges are valid for one school year. If interns come to North Avenue prior to July 1st, the documentation they submit must indicate the request is for school year 2019 – 2020.
7. NOTE: If the teacher intern is at one school for one rotation and a different school for a second rotation, he/she may be required to obtain a new badge. The teacher intern will NOT be required to pay for fingerprinting/background check a second time. BCPSS will accept a 365-Day form listing the 12-digit reference number.
Teacher candidates who may have questions or concerns about their background check status due to past incidents of illegal/criminal conduct should contact Mr. Damon Robinson, Employee Engagement Manager. Candidates with questions regarding their personal background should contact him prior to being fingerprinted at 410-396-8885 or email him at dgrobinson@bcps.k12.md.us