Calvert County Fingerprinting Procedures 2020-2021

- Both part-time and full-time interns need to be fingerprinted in Calvert County.
- Interns can only be fingerprinted if their placement is confirmed. Interns that show up to be fingerprinted without a confirmed placement will not be seen.
- Interns will receive a link to the CCPS Human Resources contact information form along with a fingerprint registration form.
- The student completes the Microsoft form for contact information and returns the fingerprint registration form along with a copy of their driver’s license.
- Shortly after that is received in this office, the student will receive an email to select a date/time for fingerprinting along with detailed instructions to follow for the day of printing. They are to bring their ID with the $40 fingerprinting fee in CASH. Drug testing is not required for student teachers at this time. The Fingerprinting Office is only open one day a week. It is imperative that a placement is confirmed prior to the student coming for their appointment to be fingerprinted.
- Once good fingerprint results are received from CJIS and the FBI, and the placement is confirmed at the school level, the student and program coordinator will receive information as to the placement which includes location, host teacher and the contact information for that teacher.