

To all CFD Undergraduate Students:

The SDSU catalog indicates that all CFD students are required to be Live Scan fingerprinted as a condition of their participation in CFD community-based learning classes (lab classes). The fingerprint process and documents are those required by Community Care Licensing (CCL) in the State of California, the organization that oversees early care and education in the state. If you already have fingerprints through CCL, i.e., you work at our Center or at another early childhood program/preschool, you do not have to redo them. You will, however, have to add or transfer that clearance to us. Unfortunately, if you have been fingerprinted to work at another agency (hospital, elementary school, etc.), the prints do not carry over and you have to submit new prints. Once you have completed CCL fingerprints, they are valid for work in preschools as long as you continue working in early education without a break in employment.

Please read the following information carefully.

### **Is this a requirement?**

**Yes!** This is a requirement for all undergraduate CFD majors. Failure to do so may impact your ability to progress through courses or graduate on time. CFD minors and IS3D students who will not take CFD lab classes do not need fingerprints. Following are the lab classes offered through our department which require fingerprint clearance:

CFD 275 (Developmentally Appropriate Practice)

CFD 378A (Infant/Toddler Lab)

CFD 378B (Preschool Lab)

CFD 378C (Age 6 through Adolescence Lab)

CFD 378D (Lab Experience with Children and Families)

CFD 499 (some CFD 499 experiences may need the fingerprint clearance, check with your professor)

CFD 578 (Conflict Resolution across the Lifespan)

CFD 590 (Children with Special Needs)

CFD 597 (Field Experiences in Child Development Programs)

### **How do I do it?**

Download the Fingerprint form (on Blackboard or on the CFD website) which specifies our program-specific code and reporting location for the fingerprint results. Do not use any other forms. Fill in the personal information and make an appointment with a Live Scan service.

### **Where do I go to get fingerprints?**

This is a link to locations throughout California which allows you to search by your zip code:

<https://oag.ca.gov/fingerprints/locations?county=San%20Diego>

We recommend that you go to the La Mesa Police Department at 8085 University Avenue, La Mesa, CA 91942. If you wish to make a reservation, they can be reached at 619 667-7592.

We also recommend that you use the San Diego Community College District Police Department. They are located at 1536 Frazee Road, San Diego, CA 92108. They can be reached at 619 338-6416.

Do not go to SDSU Human Resources or the SDSU Police Department.

### **When are fingerprints due?**

Fingerprinting must be completed before taking any of the previously listed CFD lab classes. Students are encouraged to get this done right away, as delays may occur. It is recommended that students begin the process a semester or more before taking the first lab class.

### **How do I get the fingerprints done?**

Contact the La Mesa Police Department or the San Diego Community College District Police Department to make an appointment for the Live Scan. For other locations, make appointments or walk-in as required by each individual location.

### **How much will it cost?**

Locations set their own rolling prices (the amount they charge just to roll the prints) but there are additional charges for the level of reporting (DOJ and FBI) required by Community Care Licensing. Expect your total fees to be about \$100. Remember, you only need to do this once while a student in our department.

### **What happens if something shows up on my fingerprint report?**

A flagged fingerprint report doesn't necessarily mean you cannot work or be placed in internships. Such issues will be managed on a case-by-case basis using the Community Care Licensing Guidelines. See the CFD Advisor if you have questions or concerns.

### **What should I do after I visit a fingerprint site, pay the fee, and start the process?**

Give the CFD Advisor (in EBA 259) a copy of your fingerprint receipt. That way, we know your clearance is in progress. A note will be made in Grade Center on the CFD Advising Blackboard that your fingerprints are "PENDING." Once you are cleared, Grade Center will say, "CLEAR."

### **I already have clearance through licensing because I work at our Center or another preschool. What should I do?**

If you already have the correct fingerprints for Licensing through the SDSU Children's Center, please complete the simple form on Blackboard and submit it to the advising office (EBA 259). Do not email it.

If you already have the correct fingerprints for Licensing through another center or agency, please complete the form (Fingerprint Transfer Request) on Blackboard and on the CFD website to add your clearance to our department. Also complete the Criminal Record Statement (on Blackboard and on the CFD website). Bring both forms, along with a copy of your Driver License (front and back), to the

advising office (EBA 259). Please do not submit the form unless you have also included a copy of your Driver License. Submit hardcopies, do not email these documents.

**I already have clearance through another agency or school, but I don't know if the clearance is through Community Care Licensing. What should I do?**

You should ask your employer. He/she should be able to let you know. If he/she doesn't know, you can check yourself by following these steps:

1. Call Community Care Licensing at 619-767-2200.
2. There is a long menu of things to request, so the short cut is to hit #1 twice once the message begins.
3. You should then be connected to an operator. Let him/her know you are checking on a Live Scan fingerprint clearance. You will be asked for your Social Security number and date of birth. If you are cleared, they will give you a 9 digit number beginning with "7". That indicates that you are active and cleared.
4. Once you determine you are active and cleared, follow the instructions for adding your clearance to our department (see above).
5. If you are not active and cleared, you need to do a new fingerprint clearance through Community Care Licensing.

**How do I know that I have been cleared?**

You should check Grade Center on the CFD Advising Blackboard. If you have been cleared, it will say, "CLEAR." If you completed the Fingerprint Transfer Request to add your clearance to our department, it will say "TRANSFER." You are now ready for your CFD lab classes!!