

**Western Connecticut State University
Department of Education and Educational Psychology**

**West Campus Classroom Building, Room 249
Danbury, CT 06810
(203) 839-8510**

August 7, 2012

Dear Education Candidates:

Effective July 1, 2010, local or regional boards of education must fingerprint individuals seeking placement in the district for the purpose of completing educator preparation requirements in nonpaid, noncertified positions (e.g., student teachers, interns, observations, etc.). (House Bill 6901). Any person in a nonpaid, noncertified position completing preparation requirements for the issuance of an educator certificate pursuant to chapter 166, who performs a service involving direct student contact to submit to state and national criminal history records checks within thirty days from the date such worker begins to perform such service. The criminal history records checks required by this subsection shall be conducted in accordance with section 29-17a.

This means you must be fingerprinted and have a background check before you are allowed to begin your involvement with any school system. Courses with clinical experiences are: ED 206, EPY 203, EPY 204, ED 341, ED 342 and all Reading courses for undergrads; ED 502, ED 530, & ED 571 for M.A.T. secondary candidates. Please call and make an appointment immediately, as they will be handling all public schools and universities in Western Connecticut.

Education Connection is the Regional Education Service Center which supports school districts in Western Connecticut. Fingerprints are done at the Danbury Office location and the Litchfield office location. Right now they fingerprint one day a week; every other week in Litchfield and visa versus in Danbury. Appointments are made by the *Education Connection* receptionists:

Barbara Westner at the Litchfield office
355 Goshen Road
Litchfield, CT 06759
(860)567-0863

Connie Phillippi at the Danbury office
345 Main Street
Danbury, CT 06810
(203)791-1904

On the day of your scheduled appointment, all applicants are asked to arrive five minutes early and check in with the receptionist. Late arrivals are subject to rescheduling. The fee for fingerprinting is \$43.25 payable to *Education Connection* via bank check or money order only. No personal checks are accepted.

All candidates will need to have a photo ID like driver's license, know their Social Security number, and the city and state they were born. After being fingerprinted candidates will leave with a confirmation letter signed and dated by the fingerprint technician confirming they were fingerprinted.

Candidates should also bring to their appointment a contact name and fax number of the school and district in which you are planning to serve your clinical experience in so *Education Connection* will know who to send the fingerprint results to.

The *Education Connection* Fingerprinting Services will process and forward your fingerprints and check/money order to the proper state and federal authorities for a criminal history check, and notify the district in which you were hired that you have been fingerprinted. Once received, *Education Connection* will inform the district of the results of your criminal history check.