

# **CSU Stanislaus**

## ***FINGERPRINTING***

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The purpose of this document is to assist CSU Stanislaus students, faculty and staff in understanding the impact of laws and procedures related to fingerprinting so that they may plan accordingly. Fingerprint clearances involve the review of personal criminal history information; individual privacy is protected through statute, constitutional and case law. Because California law does not allow the sharing of this information among agencies some CSU Stanislaus students and employees may be required to obtain more than one fingerprint clearance in order to participate in specific academic and/or employment areas.

CSU Stanislaus maintains a comprehensive automated (Livescan) fingerprint clearance program operated at the University Police Department (UPD). Once a CSU Stanislaus student or employee has been fingerprinted the UPD will receive criminal history responses as well as any subsequent arrest and/or conviction information from the Department of Justice and FBI when applicable. Information regarding the individual is forwarded to the UPD for the duration of the student or employees uninterrupted association with the university.

***All fees listed reflect current costs and are subject to change.***

## **K-12 SCHOOL SITE PARTICIPATION:**

The *Michelle Montoya School Safety Act* requires fingerprint clearances for individuals who have personal contact with school children on K-12 school sites. CSU Stanislaus students and employees that travel to area K-12 schools in order to fulfill academic or job requirements are subject to this law. CSU Stanislaus, with Department of Justice (DOJ) approval, has contracted with the Six County Office's of Education in our service area (Stanislaus, Merced, San Joaquin, Mariposa, Tuolumne, Calaveras). The University Police Department (UPD) will provide the county offices with a list of CSU Stanislaus students and employees that meet eligibility requirements per state law.

### *Applies to:*

- CSU Stanislaus Students enrolled in classes that require K-12 school site participation with children (*This DOES NOT apply to student teachers. See Credential Program*). The current DOJ fee for this level clearance is \$32 plus a \$25 university processing fee. These are one-time fees during your uninterrupted enrollment at CSU Stanislaus.  
*Total Student Cost: \$57*
- CSU Stanislaus Employees who have contact with children at K-12 school sites during their course of employment. Sponsoring university departments will provide an account number to UPD for billing of the \$57 fee prior to the employee being fingerprinted. These are one-time fees during your uninterrupted employment at CSU Stanislaus.  
*Total Department Cost: \$57*

Livescan fingerprint application forms for this level of clearance are provided by the UPD. Individuals needing to be fingerprinted shall have in their possession photo identification and pay the appropriate fee. For more information call the UPD at 209/667-3114.

**This fingerprint clearance is not transferable for any other purposes of employment, licensing, certification, etc.**

## **CSU STANISLAUS ON-CAMPUS EMPLOYMENT:**

The University's Human Resources Department maintains a listing of campus job classifications requiring a fingerprint clearance. Certain designated jobs require this clearance due to the sensitive nature of their duties. Those persons needing such a clearance fall into two distinct categories: Sworn Police Personnel and Non-sworn State Employees.

*This clearance does not apply to employees who are required to have contact with children on K-12 school sites or who must receive Dept. of Social Services clearance to work at the Child Development Center.*

### *Applies to:*

- CSU Stanislaus state employees identified on the university's list maintained by Human Resources. The current DOJ and FBI fee for this level clearance is \$56 plus a \$25 CSU processing fee. Sponsoring university departments will provide an account number for billing of the \$81 fee prior to the employee being fingerprinted. These are one-time fees during your uninterrupted employment at CSU Stanislaus.  
*Total Department Cost: \$81*
- CSU Stanislaus, State University Police personnel. The current DOJ and FBI fee for this level clearance is \$32 plus a \$25 CSU processing fee. The UPD will provide an account number for billing of the fee prior to the employee being fingerprinted. These are one-time fees during your uninterrupted employment at CSU Stanislaus.  
*Total Cost: \$57*

Livescan fingerprint application forms for this level of clearance are provided by the UPD. Authorization from the appropriate CSU Stanislaus department or Human Resources along with a billing account number and photo identification will be needed prior to being fingerprinted. For more information call the UPD at 209/667-3114.

**This fingerprint clearance is not transferable for any other purposes of employment, licensing, certification, etc.**

## **CREDENTIAL PROGRAM:**

Students that apply to a credential program must have clearance from the California Commission on Teacher Credentialing (CCTC) before they can student teach or do fieldwork (school counseling). If a student does NOT hold a previously issued CCTC document, (Substitute/Emergency Permit, Children's Center Permit, or Certificate of Clearance), he/she must apply for a Certificate of Clearance through the Credential Processing Center. Students who apply to a multiple subject, single subject, or education specialist credential program submit the following at the time of application to program:

1. Completed Livescan Service Applicant Submission Form (41-LS) with BOTH DOJ and FBI checked. The 41-LS must have the ORI No. A0281. The fee, charged by the DOJ and FBI, is currently \$56 plus a \$25 CSU processing fee for a cost of \$81.
2. Completed Application for Character and Identification Clearance (blue form, 41-CIC) with a cashier's check or money order only for \$27.50 made payable to CCTC.

Students planning to enter the Pupil Personnel Services-School Counseling program must submit their paperwork to the Credential Processing Center prior to application for the first interview.

Credential fingerprint application forms are NOT available from the UPD. For more information please contact the University's Credential Processing Center located in the Demergasso-Bava Hall room P303 or call at 209/667-3534.

**This fingerprint clearance is not transferable for any other purposes of employment, licensing, certification, etc.**

## **CHILD DEVELOPMENT CENTER:**

The California Department of Social Services (DSS) maintains and monitors fingerprint clearances for persons at Licensed Childcare Facilities. State law allows for students engaged in fulfilling academic requirements to forego fingerprint clearances so long as they do not exceed specific time limits in the facility within a semester. Fingerprint clearances are required of persons employed at the on-campus Child Development Center (CDC). *This clearance does not apply to employees who are required to have contact with children on K-12 school sites.*

### *Applies to:*

- CSU Stanislaus Staff and Student Employees working at the CDC. The current DOJ, FBI and Child Abuse Index fee for this level clearance is \$81. Livescan application forms are obtained from DSS. The Child Development Center will provide an account number to DSS for billing of the applicable fees. There is also a \$25 CSU livescan fee. These are one-time fees during your uninterrupted employment at the CDC.  
*Total Child Development Center Cost: \$106*
- CSU Stanislaus Students fulfilling academic requirements through observation and research at the CDC are exempt from fingerprint clearances so long as they meet the following conditions: the student spends no more than 16 hours per week at the facility, the student is directly supervised and is never left alone with children in care.  
*Total Student Cost: \$0*

Department of Social Services Livescan fingerprint application forms are NOT available from the UPD. For more information contact the CDC located in the Educational services Building or call at 209/667-3036.

**This fingerprint clearance is not transferable for any other purposes of employment, licensing, certification, etc.**