UVM Department of Education
Criminal Record Check (CRC) Information

• You will not be able to enter your student teaching placement without completing a Criminal Record Check (CRC). Policies vary by school district for practicum placements.
• Please note:
  o Transferring records from another district can take up to 30 days.
  o Starting the CRC process from scratch can take a few weeks.
  o If you need to get fingerprints taken, you must meet with the school district’s HR office first to obtain a fingerprint authorization form.

Steps to follow:
• First, contact the school district’s HR office to schedule a meeting and to learn what you need to bring with you to the meeting.
• If you’re starting the process from scratch, the HR office will give you a fingerprinting certificate that you’ll bring to UVM Police Services.
• Email prints@uvm.edu to schedule a fingerprinting appointment at UVM Police Services.
• Bring the following to your fingerprinting appointment at UVM Police Services (located at the South entrance of 284 East Avenue, behind the police cruiser parking spots on the bottom floor):
  o Your valid UVM CatCard (must be yours with your photo visible).
  o A valid government-issued photo ID (such as a driver’s license or passport).
  o Enough money in your Cat$cratch account to pay for your fingerprinting. One set of fingerprints costs $12; They are unable to accept cash, checks, or credit cards. To add Cat$cratch to your card, go to https://www.uvm.edu/catcard/make-catscratch-deposit
  o The completed fingerprint authorization form from the agency you are having the prints done for. This form must be signed by a representative from the requesting organization; otherwise, the Vermont Criminal Information Center can’t process the fingerprints.
• Submit your fingerprinting receipt to the school district’s HR office.

If you have questions about the CRC process, email the Director of Community Collaboration -- Katie Revelle (katie.revelle@uvm.edu).