



Background and Fingerprinting Information

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Background Check Information- APS/RRPS

All students in CNM Education courses that require field experiences must complete a background clearance process prior to completing field experiences at a school site. Students cannot complete observations or continue with classes if they do not provide evidence of a district background clearance.

Background checks require multiple steps, so please review the information for each school district carefully.

Students **with a current NMPED license and Employed**

Individuals with a NM PED license have completed the NM PED FBI background check process and need to provide the following:

1. A copy of an unexpired license to meet program requirements.
 - a. Cannot be a coaching license!
2. **Documentation of district level clearance.**
 - a. A letter from their school (Admin) confirming that they are clear to do observations at the students site of employment. Please make sure it is on letter head.

Please upload these documents at the following link- <https://forms.office.com/r/Dq1yAVsxze>

The license will be reviewed and verified as part of the clearance process.

Students **who do not have a current NMPED license**

Individuals who do not hold an NM PED license and do not currently work for a school district should complete a district level background clearance.

We have provided the process for Albuquerque Public School and Rio Rancho Public Schools in below.

UPLOAD ALL CLEARANCE DOCUMENTATION MUST BE UPLOADED USING THE LINK BELOW.

DO NOT EMAIL!!!

Link: <https://forms.office.com/r/Dq1yAVsxze>

Schools or school districts outside APS and RRPS

If you are completing the background check for a private school, charter school, or school district outside APS or RRPS please contact fieldexp@cnm.edu.

Albuquerque Public Schools (APS) Fingerprint and Background check process

Students completing any type of observation/field-based assignments in Albuquerque Public Schools (if not employed at a school site where conducting observations) are to follow the procedure below.

If you are currently employed by APS

Conducting Observation at site of employment.

If you plan to complete field experience in the school students are contracted to work at, students may submit documentation (a letter) from your building administrator verifying you work at the school and are allowed to complete observations for the program at your school site.

Conducting Observation at another school site.

Current APS employees planning to complete field experiences at a school other than where they are contracted to work are required to obtain an **authorization to student teach document** to complete observations or student teaching.

Current APS employees- schedule an appointment at <https://calendly.com/apsfingerprinting/> and take the following items to the APS Fingerprint/Background office to obtain an “*Authorization to student teach*” document

- A copy of the completed [CNM Confidential Information Agreement Form for APS](#)
- A Government-issued valid picture ID
- Copies of current state issued education licenses
- APS employee ID

***You may be required to update your fingerprints if the ones on file are over 12 months old.

Please submit documentation of your clearance using the following link- <https://forms.office.com/r/Dq1yAVsxze>

If you are NOT currently employed by APS

- 1) Prior to starting the APS District Clearance process you must register to be fingerprinted.

Step by step Fingerprint Registration help

- 1) Go to https://www.aps.gemalto.com/nm/index_NM.htm
- 2) Click on the "Register Online for a Background Check" link under the applicant use heading



- 3) A new window will open where you will complete all the information in the registration form and select your method of payment. **Selecting the ORI is a little tricky, **you cannot enter it manually**.
 - a. Click on the ORI Lookup to open the ORI lookup page. You can scroll through to find the ORI or you can use the search feature.

- b. You can try entering “Albuquerque public schools” in the search bar to narrow your results. If you use the search feature, make sure to double check the ORI and reason. Double click on the ORI to add it to your registration form.

gemalto

Applicant Fingerprinting Online Services

New Mexico ORI Look up

ORI: ALL Agency Name: Albuquerque public schools

Search Clear

For Concealed Carry - CCW, type "DPS" as the Agency Name and click search

Total: 1

ORI	Agency Name	Reason
NM930002Z	ALBUQUERQUE PUBLIC SCHOOLS	22-10-3-3 SCHOOL EMPLOYMENT

- 4) Once you complete the registration, you can [“Print a registration receipt”](#). Print the receipt to take with you to APS.

Applicant Processing Services

Contact Links

- [New Mexico Department of Health](#)
- [New Mexico Department of Public Safety](#)
- [Gemalto Cogent Contact Information](#)

Helpful Links

- [Gemalto Cogent's Privacy Policy](#)
- [How to become a fingerprinting site](#)
- [Gemalto Cogent W-9](#)

Applicant Use

- [Register Online for a Background Check](#)
- [Refund Policy](#)
- [Already registered with DOH? Click here](#)
- [Cancel an existing Registration](#)
- [Modify an existing registration](#)
- [Print a registration receipt](#)
- [Print a fingerprint submission receipt](#)
- [Out of State Applicants - Hardcopy Cards](#)

Useful Information

2. After registering on the Gemalto website, go to one of the GEMALTO Authorized Fingerprint Locations for APS. You will be required to wear a facemask at the fingerprinting site. **You must take your receipt to be fingerprinted.**
3. After you have been fingerprinted at a GEMALTO location, you must schedule an appointment to finish the fingerprinting for APS at: <https://calendly.com/apsfingerprinting/>
4. **When you go to your appointment** take the following items to the APS Fingerprint/Background office to be fingerprinted and apply for your Authorization to Student Teach document
 - A Government-issued valid picture ID (Driver's license, Passport)
 - The Gemalto "registration receipt" to be fingerprinted
 - A copy of the completed [CNM Confidential Information Agreement Form for APS](#)
5. At the appointment, you will receive the physical copy of the "Authorization to Student Teach" form. **Check with the APS fingerprint office staff for more accurate processing times.
 - If you will be observing a classroom, you will get a "Pink" form.
6. Once you have the "Authorization to student teach" form in hand, please upload a scanned copy of the "Authorization to student teach form" using the following link- <https://forms.office.com/r/Dq1yAVsxze>
7. You are required to take the APS "Authorization to Student Teach" form to all field experiences within APS. Please retain the original document, if a staff member or school site would like a copy, **be sure to collect your original before you leave.**



Angela Poppe

Director of Education Programs
525 Buena Vista SE Albuquerque,
NM 87106

(505) 224-3040

STUDENT TEACHING/OBSERVATION/INTERN CONFIDENTIAL INFORMATION AGREEMENT FORM

Mandated by APS Board Policy GB1 in accordance with New Mexico State Statute 20-10A-5: Albuquerque Public Schools shall conduct background checks, based upon fingerprint identification or other personal identifying information, of all employees, contractors and volunteers who may have unsupervised access to students

As a practicum or field experience student, I understand that I may have unsupervised access to students. I agree to pay the **\$44.00** fee by credit card, cashier's check or money order made payable to Gemalto. I hereby certify that I understand and give consent to the Albuquerque Public Schools to conduct this investigation.

I further understand and agree that this information is confidential, and that APS may not reveal or release any information to anyone other than me that is discovered during the course of this investigation.

Furthermore, I hereby agree to indemnify and hold harmless the Board of Education and the Albuquerque Public Schools and any of its employees against liability, damage, and/or charge as a result of the findings of this investigation.

I voluntarily give the Albuquerque Public Schools the right to conduct a thorough investigation of my past activities and agree to cooperate in such investigations, and release from all liability or responsibility all persons, companies, or corporations supplying such information.

I have read the above statement and fully understand and agree to its contents.

PRINT NAME (LAST, FIRST, MI)	SOCIAL SECURITY NUMBER	DATE OF BIRTH
------------------------------	------------------------	---------------

HOME ADDRESS	CITY, STATE,	ZIP	(HOME) PHONE NUMBER
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Number of Years as NM resident: _____ Other States: _____

Student Signature: _____ Date: _____

College/University Director Approval: Angela Poppe Date: July 1, 2021

The student must hand-carry this completed form to the Albuquerque Public Schools, fingerprinting/background office located at 6400 Uptown Blvd Ste. 105 East. Office hours are M-F, 8:00am to 4:00pm. Students must make an appointment using the online calendar at: <https://calendly.com/apsfingerprinting/>. For questions, call 889-4862 or 889-4864.

Fingerprint Technician: _____ Date: _____

Cleared by: _____ Denied by: _____ Date: _____

Rio Rancho Public Schools (RRPS) Fingerprint and Background check process

Students doing any type of observation/field-based assignments in Rio Rancho Public Schools (if not employed at a school site where conducting observations) are to follow the procedure described below.

The primary contact for the RRPS background check process is Claudine Baldwin with RRPS Human Resources, at (505) 896-0667 ext. 51243 or claudine.baldwin@rrps.net.

If you are currently employed by RRPS

Please contact Claudine Baldwin for instructions on obtaining a clearance letter for observations and student teaching.

Claudine Baldwin with RRPS Human Resources,
(505) 896-0667 ext. 51243

claudine.baldwin@rrps.net.

Background check for observations only in RRPS

1. Gather the following items
 - A completed [Rio Rancho Public Schools Education Student Observation Approval Letter](#)
 - Non-FBI Background Form For Student Observations (more than 3 days)
 - Completed [confidentiality and conduct expectations form](#)
 - You may submit this form **without** your faculty's signature for the background check
 - [RRPS criminal affidavit](#) (complete but DO NOT SIGN, this must be notarized)
 - Copies of any current state issued education licenses (if you have any)

Contact Claudine Baldwin with RRPS Human Resources, at (505) 896-0667 ext. 51243 or claudine.baldwin@rrps.net.

2. to provide the above information so she may request the background check. Indicate you only need **OBSERVATIONS** in your communication.
3. Check your email regularly for the next steps which may include additional paperwork.
4. After you complete the paperwork, contact Claudine to submit the remaining RRPS paperwork and meet with her to obtain the RRPS clearance.
5. When you receive clearance from RRPS, upload a scanned copy of your letter to <https://forms.office.com/r/Dq1yAVsxze>

- ☐ Students **are not** to locate their own observation placements. All field experience placements are to go through the CNM Education Office/Staff/Faculty.

***Remember, you will also be required to provide a copy of your clearance to your faculty by the 3rd week of class as part of your grade.



Human Resources Department
Laser Road NE
Rio Rancho, NM 87124
Phone: 505.896.0667
Fax: 505.896.4302

RRPS Background Check Instructions

All applicants must register prior to being fingerprinted. You must be fingerprinted within 90 days of registration. (Must use Internet Explorer, Google Chrome will not access site properly).

- Applicant must register with [Gemalto Cogent](https://www.aps.gemalto.com/nm/index_NM.htm): https://www.aps.gemalto.com/nm/index_NM.htm

Choose New Mexico and then click Register Online for a Background Check. Click on ORI LOOK UP, find **RIO RANCHO PUBLIC SCHOOLS ORI# NM930071Z** and double-click on it. It will automatically populate the ORI# in the required section. Finish filling out the online registration completely.

- After registration is complete, the applicant will receive a Registration ID Number. PLEASE RETAIN THIS NUMBER; IT IS NEEDED IN ORDER TO BE FINGERPRINTED.
- While online registration ([Gemalto Cogent](https://www.aps.gemalto.com/nm/index_NM.htm)) is the preferred registration method, telephone registration is also available: 1-877-99NMAPS (1-877-996-6277).

Fees & Payment:

Payment Methods

Online

- Credit/Debit Card

At the Fingerprint Site

- Money order/cashier's check made out to Gemalto Cogent
- NO cash
- NO checks

Electronic fingerprint and background check fees are \$44.00

Fingerprinting:

- Fingerprint sites are listed at [Gemalto Cogent](https://www.aps.gemalto.com/nm/index_NM.htm) New Mexico > under User Information section > Fingerprint Location Map. Appointments at other locations are not required.
- Applicants may visit any fingerprinting location during any of the site's scheduled fingerprinting hours. Check the website for hours.
- Bring your Registration ID Number and a valid photo ID.
- If you are paying by money order, bring a money order made out to Gemalto Cogent.

Results:

- Background check results will be sent directly to RRPS.
- Cogent does not have access to background check results, or make employment determinations.
- RRPS will contact the applicant when background check results are received.

Upload proof you have been cleared for student teaching placement to obtain placement assistance using the following link- <https://forms.office.com/r/Dq1yAVsxze>

You are **not** to initiate contact to find your own student teaching placement. All student teaching placements must be completed by the CNM Education Office.



Angela Poppe

Director of Education Programs

525 Buena Vista SE Albuquerque,
NM 87106

224-3588 or 224-3597

Rio Rancho Public Schools

EDUCATION STUDENT OBSERVATION APPROVAL LETTER

To Whom It May Concern:

As a student in the Education Programs at CNM, _____ will be required to do multiple field-based observation assignments in local public schools as part of their coursework.

Current CNM Course: _____ Semester/Term: _____


Hours of School Observation Required: _____

Students in need of securing a semester-long placement as a student teacher, should begin by contacting the Director of Education Programs.

Students wishing to do observations in Rio Rancho Public Schools agree to the following:

- As a practicum or field experience student, I understand that I may have unsupervised access to students. I hereby certify that I understand and give consent to the Rio Rancho Public Schools (RRPS) to conduct a background investigation.
- I further understand and agree that this information is confidential, and that RRPS may not reveal or release any information to me that is discovered during the course of this investigation.
- I hereby agree to indemnify and hold harmless the Rio Rancho Public Schools and any of its employees against liability, damage, and/or charge as a result of the findings of this investigation.
- I voluntarily give the Rio Rancho Public Schools the right to conduct a thorough investigation of my past activities and agree to cooperate in such investigations, and release all liability or responsibility all persons, companies, or corporations supplying such information.
- I have read the above statement and fully understand and agree to its contents.

CNM Student Signature _____ Date _____

CNM Director Approval: 

Date June 1, 2021

Confidentiality and Conduct Expectations

Rio Rancho Public Schools interns, student teachers, volunteers, observers, substitutes and employees shall keep confidential all student, personnel and financial information that they may become aware of, have access to, or that may be exchanged during the course of their duties with RRPS. This confidentiality is required by Federal and State laws, as well as RRPS Board Policies.

In addition, RRPS interns, student teachers, volunteers, observers, substitutes and employees shall avoid conduct connected with official duties that is unfair, improper, immoral, illegal or gives the appearance of being unfair, improper, immoral or illegal.

I understand and agree to follow the responsibilities outlined above during and after my service with RRPS. If I am a RRPS employee, I understand that failure to follow the above expectations may result in disciplinary action up to and including termination or discharge. If I am an intern, student teacher, volunteer, or observer, I understand that failure to follow the confidentiality and conduct expectations may result in immediate severance of the professional relationship and/or the prohibition of any future service with RRPS.

Signature

Date

RRPS Position

RIO RANCHO PUBLIC SCHOOLS CRIMINAL HISTORY AFFIDAVIT (To Be Used for Final Applicant Pool Only)

To the Applicant:

Most positions with the District involve contact with our student population. You must provide the information requested below to help us evaluate your suitability to perform in this capacity. Pursuant to New Mexico statutes, applicants who reach the finalist pool for employment are expected to provide us with this information. *As with the rest of this application, any misrepresentation or omission of fact may be grounds for disqualification or discharge, regardless of when the misrepresentation or omission is discovered*

The conviction of a crime or any affirmative answer provided by you on this insert is NOT an automatic bar to employment. The District will consider the nature of any conviction or alleged conduct underlying the affirmative response, the date of the alleged conduct in question, your intervening conduct, and the relationship between the offense or alleged conduct underlying the affirmative response and the position for which you are applying.

The crimes referred to in this document include but are not limited to:

- | | | | |
|---|---|---|--|
| 1. Abandonment or abuse of a child | 9. Trafficking controlled substances | 17. Indecent exposure | 26. Prostitution |
| 2. Sexual abuse of a minor | 10. Distributing controlled substances to a minor | 18. Aggravated indecent exposure | 27. Patronizing prostitutes |
| 3. Incest of a minor | 11. Deliver to a minor of drug paraphernalia | 19. Aggravated assault on a minor | 28. Promoting prostitution |
| 4. Sexual assault of a minor | 12. A dangerous crime against a child or children | 20. Murder | 29. Accepting earnings of a prostitute |
| 5. Sexual exploitation of a minor | 13. Criminal sexual contact of a minor | 21. Voluntary manslaughter | 30. D.U.I./D.W. |
| 6. Sexual exploitation of a minor by prostitution | 14. Molestation of a child | 22. Kidnapping | |
| 7. Contributing to the delinquency of a minor | 15. Criminal sexual penetration | 23. Arson | |
| 8. Enticement of a child | 16. Criminal sexual conduct | 24. Burglary or Robbery | |
| | | 25. Sale, delivery, display of sexually oriented material to minors | |

I, _____, being a finalist for, or having been offered, a position with the District, and ***being duly sworn according to law***, certify that this document is true, accurate, and full disclosure of my personal and professional background history.

SECTION A (Initial ONE of the following statements)

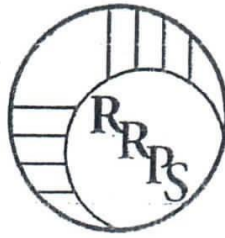
_____ I certify that I am not awaiting trial on, I have never been convicted of, and/or have never admitted committing, any of the offenses or similar offenses described in this document in this state, or any similar offense or offenses in any other jurisdiction, and that I have never been put on, and am not currently on, probation in this jurisdiction or any other jurisdiction.

OR

_____ I certify that the statements (see NOTE at bottom of Section B) I attach to this form give a true, accurate, and full account of any offenses described in this document that I may have committed or been charged with in this state or any other jurisdiction.

SECTION B (Please check the appropriate yes or no box for the following questions)

1.	Have you ever been convicted of a sex-related offense? Have you ever been convicted of a drug-related offense?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> yes <input type="checkbox"/> no
2.	Have you ever been charged with sexual abuse of another person? Have you ever been investigated for sexual abuse of another person?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> yes <input type="checkbox"/> no
3.	Have you ever been charged with any crime involving sexual abuse of any person or any other crime? Have you ever pled guilty or no contest (<i>nolo contendere</i>) to any crime involving sexual abuse of any person or any other crime?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> yes <input type="checkbox"/> no



Background Check Results

Date: _____

Name: _____

Position: _____

Phone: _____

NM Background Check Results:

_____ Clear

_____ Rap Sheet Attached

FBI Background Check Results:

_____ Clear

_____ Rap Sheet Attached

_____ Background Check Cleared by HR Director (if applicable)

Background checks and fingerprint results are the sole property of RRPS. No copies of the results will be shared with any other agency nor copied for the individual fingerprinted. _____

In some instances, fingerprints may be hard to capture and will result in a rejection from either NMDPS or the FBI. RRPS can attempt to enhance fingerprint quality by having the applicant use a dab of Tabasco sauce on their fingertips. In this instance, the applicant accepts sole responsibility for any adverse reactions that may arise as this is a choice made of their own volition.

Signature of Applicant

Date

To: Sponsor Teacher, School Principal

From: Angela Poppe, Director of Education Programs

Re: CNM Education Field Experience

Course # and Title: _____

Instructor Name: _____

Email: _____

Student Name: _____

Phone #: _____

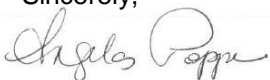
Approximate Hours of School Observation Requesting: _____

On behalf of CNM, thank you for consideration of allowing our student to complete his/her field experience assignment at your school. The CNM student is expected to follow the ethics and professional standards of the teaching profession and abide by the rules and policies of the district/school.

In the best interest of the children and the teaching profession, CNM students will be required to observe or participate in instruction in a classroom setting and then share reflections related to their experiences through their classroom discussion and assignments. CNM education students have been informed of how to maintain confidentiality during this process. CNM students may observe, assist small groups of young learners or teach a class. They should not be left unsupervised with students and should provide you with a district approved background check. If you have any questions regarding the role of the student asking to participate in your classroom, or if any student concerns arise, please contact the instructor of this course or me.

Giving our students the opportunity to be in your classroom is a valuable and essential component of our ability to prepare them for both the joys and challenges of the teaching profession. We appreciate you and the gracious experiential contribution you offer to students attending CNM.

Sincerely,



Director of Education Programs
Central New Mexico Community College
Email: apoppe@cnm.edu
Phone: (505) 224-3597

CNM letter to teachers and administrators