



# Criminal Record Checks (CRC)

# CRC Packets with Renewals

- Implemented for the 2009-2010 renewals
- Due to Act I passed by the Vermont Legislature in the Spring of 2009





## Vermont Standards Board for Professional Educators

This certifies that the person named is qualified  
for professional employment in Vermont schools

# Renewals

A person currently licensed as an educator who has not been the subject of a criminal records check will be required to have a criminal record check and a registry check at the time the educator's license is next renewed.

**This will be required for all licenses expiring on June 30, 2010 and thereafter.**

# What some educators received:

- Criminal Record Check (CRC) packet in with their renewal materials in the fall of 2009
- Packet consisted of five (5) pages:



1. Instructions
2. Statement Regarding Fingerprint Supported Criminal Record Check (cherry)
3. Request for Criminal Record Check (white)
4. Vermont Criminal Information Center – Fingerprint Authorization Certificate (white)
5. Agency of Human Services – Child Abuse Registry (canary)

### Statement Regarding Fingerprint Supported Criminal Record Check

\_\_\_\_\_  
Name

\_\_\_\_\_  
Social Security Number

Recent amendments to 16 V.S.A. § 254 and 255, require the Vermont Department of Education to ensure that all currently licensed Vermont educators have undergone a fingerprint supported criminal record check. If you received this form in your renewal packet, it means that we do not have conclusive evidence that you have completed a criminal record check after July 1, 1998. You may, however, have had a criminal record check after that date. **You are required to certify whether or not you have undergone a Vermont fingerprinted supported criminal record check after July 1, 1998.**

Please initial the correct statement below.

Yes, I certify that I **have** undergone a fingerprint supported criminal record check completed by either a Vermont School District or the Vermont Department of Education after July 1, 1998.

If you answered 'yes', please sign and return this form with your renewal packet and no further action will be required.

No, I **have not** undergone a fingerprint supported criminal record check conducted by either a Vermont School District or the Vermont Department of Education after July 1, 1998. I understand by initialing this box that I certify that I will complete the criminal record check process. Failure to do so, could result in a licensing action pursuant to 16 V.S.A. § 1698(1) (F).

If you answered 'no', please sign and return this form and complete the following steps:

- Complete the enclosed criminal record check forms and return them to The Vermont Department of Education, 120 State St., Montpelier, Vermont, 05620-2501, with a check for \$19.25 payable to the "Vermont Department of Public Safety".
- Complete the attached Agency of Human Services, '**Consent for Release of Registry Information**,' and return it with your renewal packet. The Department of Education is required to check your name against the Agency of Human Services Adult Abuse and Child Protection Registries.

You may return your forms and payment prior to the filing of your 2010 renewal in order to begin the criminal record check process. However, all forms must be submitted no later than the date you file your renewal forms. Failure to return this form, the "Criminal Record Check" forms, or the "Consent for Release of Registry Information" form could delay the issuance of your license.

#### Certification and Signature

I understand that my answer may be subject to verification by the Vermont Department of Education, and that any falsification, misrepresentation, or misstatement of material information on my part may be cause for licensing action pursuant to 16 V.S.A. § 1698(1)(F).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date





State of Vermont  
 Vermont Department of Education  
 120 State Street  
 Montpelier, Vt 05620-2501

**VERMONT CRIMINAL INFORMATION CENTER  
 FINGERPRINT AUTHORIZATION CERTIFICATE**

**APPLICANT:**

\*\*\* You must bring this certificate with you to your fingerprinting appointment after it has been validated by the Vermont Department of Education. Identification Center staff **WILL NOT** submit your fingerprints to VCIC for processing without this form. \*\*\*

REASON FINGERPRINTED:

Education

NAME: \_\_\_\_\_  
Last First Middle

MADIEN OR ALIAS NAMES: \_\_\_\_\_

DOB: \_\_\_\_\_ SSN: \_\_\_\_\_

POB: \_\_\_\_\_  
Town State Country

TELEPHONE NUMBER: \_\_\_\_\_

In addition to Vermont I have resided or been employed in the following states:

\_\_\_\_\_

Applicant Signature: \_\_\_\_\_

+++++

**VT Department of Education Use Only**

**REQUESTING AGENCY:** \_\_\_\_\_ **Agency Code:** \_\_\_\_\_

Vermont Department of Education

I certify that the above applicant has paid his or her criminal record check fee.

Agency Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_





# What Educators Needed to Do **This Year:**

- **READ** the CRC packet when they received it!
- Determine if they have had a fingerprint supported CRC since July of 1998.
- If **yes**, the check the **YES** box on the cherry form and return this form with renewal or before renewal.

## If **NO!**:

- Check the **NO** box on the cherry form.
- Complete the white Request for Criminal Record Check and have it **NOTARIZED**
- Complete the white VCIC Fingerprint Authorization Certificate (top)
- Complete the canary – Consent for Release of Registry Information (Child Abuse Registry)

## Next:

- Check all forms to make sure all required information has been answered.
- Make a check out to **Vermont Department of Public Safety** for \$19.25.
- Return all forms four (4) forms to the Licensing Office with check for \$19.25.
- This can be done **ahead** of renewal and should alleviate any hold up at renewal time.

# Then:

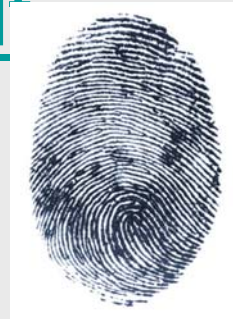
- Once the educator receives the white VCIC Fingerprint Authorization Certificate **validated by DOE-Licensing Office** - call Law Enforcement for appointment to have prints taken.
- Educator **MUST HAVE** this validated form with them when prints are taken.
- Prints may be done via LiveScan or with Federal Applicant **(FD-258)** fingerprint card **ONLY**.

# Additional Information:

- The CRC forms **cannot** be downloaded
- Information on National Criminal Record Check Program can be found on the DOE website at:

[http://education.vermont.gov/new/pdfdoc/licensing/forms/vcic\\_brochure.pdf](http://education.vermont.gov/new/pdfdoc/licensing/forms/vcic_brochure.pdf)

(Under Initial Licensing)



# What will happen?

- Educator will receive a receipt from fingerprinting agency. Keep this receipt as verification that fingerprinting has been done!

# What DOE experienced this year:

- Forms sent in separately or omission of a form
- Forms not completely filled out
- Checks for VT Dept. Public Safety not sent
- Educators waiting until June to do forms
- Notify educators at renewal time that CRC has not been completed (missing forms, no forms sent)

**Any of the above may hold up a renewal!!!**

# New for 2011 Renewals and Initials and Reinstatements:

## Beginning **July 1, 2010**:

- New item added to the Disclosure form regarding VCIC's subscription service
- Cost of fingerprinting up to \$25
- Fingerprint supported CRC will now include more offenses from other states

# Disclosure Form: Item I

I acknowledge that the Department of Education may receive updates to my criminal conviction record via VCIC's subscription service and may use this information to verify my answers to the above questions. I understand that this information will be used for reviewing my suitability for licensure. I further understand that within 30 days of receiving the results of the record check or update, I have the right to appeal the findings in writing to the Vermont Criminal Information Center, Department of Public Safety, 103 South Main Street, Waterbury, Vermont 05671-2101.

The End!!!!

