

PROCESS FOR BACKGROUND CHECK

*The background check must be completed at least **FOUR WEEKS** prior to submitting your application to the **TEML** program to ensure enough time for the results to be sent to **ETSU College of Education**. Your application **WILL NOT** be accepted if the background check information has not been received and clearance granted. Additionally, background checks over a year old at the time of the board application deadline date will not be accepted.*

Follow the steps outlined below to complete the fingerprinting process:

1. Using your web browser, go to <http://www.identogo.com> and choose Tennessee.
2. You may also call (865) 226-2937 to register and schedule an appointment. You will be asked the following questions instead of completing these steps yourself.
3. Select Online Scheduling and choose the language you wish to use for scheduling.
4. Enter your first and last name and select go.
5. Choose Non-DCS Child Care Providers as your Agency Name and select go.
6. Choose Child Related Worker (Privacy) as the Applicant Type and select go.
7. **Enter ORI number TNCC90028 and select go.**
8. Select the location where you want to be fingerprinted. You may choose a region of the state, click on the map, or enter a zip code to get a list of locations in a specific area. Select go.
9. Click on the words Click to Schedule across from the location you want, under the day you wish to be fingerprinted. If you want a date further in the future, select the Next Week>> link to display more dates. Once you select the location/date combination, select the time for your appointment and select go.
10. Complete the demographic information page. Required fields are indicated by a red asterisk (*). When complete, select Send Information.
11. Confirm the information. Follow the on screen directions to make any changes necessary. Once you see the data is correct, select Send Information.
12. If you are required to pay for your own fingerprinting, then you will be presented with payment options. Complete your payments process and select Send Payment Information.
13. Print your confirmation page.
14. Bring approved identification documents with you to the appointment. These approved document options are identified on your confirmation page of your appointment.
15. Arrive at the facility at your appointed date and time.
16. The Enrollment Officer at the site will check your ID, verify your information, verify or collect payments, capture your fingerprints, and submit your data.