

## Fingerprinting for Prospective Interns

School districts typically require that interns be fingerprinted so that a criminal history background check (CHBK) can be conducted by the Michigan State Police. Fingerprinting should be done during the spring or summer *preceding* the internship year so the report is received by the placement school or district before the internship year begins.

In most mid-Michigan counties, interns who wish to be paid as substitutes for their mentoring teachers must be employees of the Professional Educational Services Group (PESG) (visit the PESG website at [www.subpass.com/go/districts/c/michigan/](http://www.subpass.com/go/districts/c/michigan/) to learn which Michigan counties are covered by PSEG). Students registering with PESG can make arrangements for fingerprinting in one of two ways:

1. Visit [www.ibtfingerprint.com/state/?st=mi](http://www.ibtfingerprint.com/state/?st=mi) for online scheduling. Enter PSEG's Agency Number (64228K) at the prompt. The reason for fingerprinting is Michigan School Employment. Enter a zip code or Michigan region to find the nearest fingerprinting location. The charge is \$62.75 and can be paid by check, echeck, credit card or money order.
2. Call Joseph Young and Associates at 1 (800) 776 4007. Make an appointment, and report to the agency's office at 624 South Cedar Street, Mason, MI 48854 (back of the building). The charge is \$60.00 and can be paid with cash, money order or credit card.

In either case, the prospective intern must download the Livescan Fingerprint form from the PSEG application and take it to the fingerprinting site. To download the form, visit [www.subpass.com/go/employee-manuals/](http://www.subpass.com/go/employee-manuals/), click on the Blank PESG Application, and download Forms 11 and 12 within the application. The prospective intern must also take payment and a valid driver's license, passport, or other form of picture identification to the fingerprinting site. As a PSEG employee, a copy of the CHBK will automatically be sent to the ISD in which the student is interning. Following the internship, the CHBK can be requested by the (public) school district in which the student is employed.

Alternatively, students may go to the Ingham ISD to be fingerprinted. The following instructions can be found at [www.inghamisd.org/human\\_resources/fingerprinting.html](http://www.inghamisd.org/human_resources/fingerprinting.html). The prospective intern must call (517) 676-1051 for an appointment. Prior to the appointment, she/he must download and complete the Livescan Fingerprint Background Check form found at [www.inghamisd.org/doc/human\\_resources/2008/livescan\\_fingerprint\\_background\\_check.pdf](http://www.inghamisd.org/doc/human_resources/2008/livescan_fingerprint_background_check.pdf). The agency identification number of the school district in which the student will intern must be included. If the ID number is not already on the downloaded form, he/she must contact the school district to obtain it. The fee is \$65.00. The intern can take a check or money order made payable to the Ingham ISD, or use a credit card or e-check at [www.payschools.com/categories.asp?id=FEE9F300688844C1AAA9234A631B3EE8](http://www.payschools.com/categories.asp?id=FEE9F300688844C1AAA9234A631B3EE8). A copy of the printed receipt must be presented as proof of payment at the time of fingerprinting. Fingerprinting is done at the Thorburn Education Center, 2630 W. Howell Rd., Mason, MI 48854. Picture identification, such as a driver's license or passport, is required to verify identity. The intern will receive a receipt indicating that

the CHBK has been initiated at the Ingham ISD. A copy of the receipt should be provided as a courtesy to the district in which the student is interning. The CHBK report will be sent directly to the district approximately one week later. If the intern would like to have the CHBK report sent to another (public) school district (or PSEG), she/he must complete the release form found at [www.inghamisd.org/doc/human\\_resources/2008/release\\_form.pdf](http://www.inghamisd.org/doc/human_resources/2008/release_form.pdf). The completed Release Form should be faxed to (517) 676-4294.