



TOWN OF ANDOVER

Human Resources
36 Bartlet Street
Andover, MA 01810
978-623-8530
www.aps1.net

TO: Andover Public Schools Prospective Employees

FROM: Candace Hall
Director of Human Resources

RE: Massachusetts Law: Criminal History Checks for School Employees

Welcome to the Andover Public Schools! You are receiving this memo in preparation for your hire into the district. Effective July 1, 2013 all school employees are required to submit fingerprints for the national criminal background check. Prior to returning your new hire paperwork to Human Resources, you will need to make an appointment to schedule your fingerprint session. Once completed, please provide Human Resources with one of the following:

- A copy of your confirmed appointment to have your fingerprints taken, or
- A copy of your receipt that fingerprints have already been taken

This memo adds two specific pieces of information to the Registration Guide, which is available on the CHRI (Fingerprint-based) Checks page, located at www.aps1.net, under Departments, Human Resources, Employee Policies. **Please read through the Registration Guide before you register for an appointment to have your fingerprints taken.**

The fingerprint process requires two steps. The first step is to register online for an appointment to have your fingerprints taken. The second step requires you to go to a location to physically have your fingerprints taken. While the following looks daunting, I have registered myself and it is not very difficult and will take you about 15 minutes.

- Prior to returning your new hire paperwork to Human Resources, please visit [MorphoTrust USA IndentoGo enrollment centers \(http://www.identogo.com/FP/Massachusetts.aspx\)](http://www.identogo.com/FP/Massachusetts.aspx) to register for a date, time and location to have your fingerprints taken.
- While the current locations to have your fingerprints taken are limited, new sites are being added every month. When you go online, you will find all the locations of the fingerprint centers.
- While these sites may not be convenient for you, they offer evening and Saturday appointments as well as day time appointments.
- When you are asked to provide a "Provider ID" please use the following codes for the school you work in the most (**page 6 of the Registration Guide**):

○ Bancroft	00090003
○ High Plain	00090004
○ Sanborn	00090010
○ Shawsheen	00090005
○ South	00090020
○ West Elem	00090025
○ Doherty	00090305
○ West Middle	00090310
○ Wood Hill	00090350
○ AHS	00090505
○ District	00090000

Apply online at <https://aps1.cloud.talentedk12.com/hire/index.aspx>

It is the policy of the Andover Public Schools not to discriminate on the basis of race, gender, religion, national origin, color, homelessness, sexual orientation, age, or disability in its education programs, services, activities or employment practices.

When you are asked about "Applicant Employer Information" please complete the screen as follows (**page 14 of the Registration Guide**):

Applicant Employer Information

Employer Name Andover Public School		Employer Phone 978-623-8530		
Number 36	Direction ▼	Street Name Bartlet Street	Apt/Unit # 	
Country UNITED STATES ▼	Employer City Andover	Employer State Massachusetts ▼	Employer Zip 01810	
Employer Contact Name				
PreFix Mrs. ▼	First Name Candace	Middle Name 	Last Name Hall	Suffix ▼
Occupation Director of Human Resources				
After You Have Entered All Required Information ----> <input type="button" value="Send Information"/>				

- The fee is **\$55** for staff who hold a DESE license and **\$35** for those who do not have a DESE license. You can pay with a credit card while online or pay when you arrive to the fingerprint center.
- Please print the confirmation page and note the identification you will need to bring with you to the fingerprinting center.

If you are a substitute, bus driver, food service worker or hold any other position where you may also work simultaneously in another public school district, you may select up to 10 other districts where you would like to have your criminal history report sent. You will need to have the Provider ID code of those other districts prior to registering for an appointment. This will require that you call the Human Resources office of those other districts to get their code.

Thank you very much for your cooperation in securing a timely appointment for the national criminal background check. If you have any questions, please feel free to contact us at 978-623-8530.

For more information about the national criminal background checks, you may visit the following websites:

[Massachusetts Executive Office of Public Safety and Security - http://www.mass.gov/eopss/](http://www.mass.gov/eopss/)

[Massachusetts Department of Elementary and Secondary Education - http://www.doe.mass.edu/lawsregs/603cmr51.html?section=all](http://www.doe.mass.edu/lawsregs/603cmr51.html?section=all)

Apply online at <https://aps1.cloud.talentedk12.com/hire/index.aspx>

It is the policy of the Andover Public Schools not to discriminate on the basis of race, gender, religion, national origin, color, homelessness, sexual orientation, age, or disability in its education programs, services, activities or employment practices.