

Fingerprinting fees for EPI Teacher Candidates

Teacher candidate must pass the subject area exam, general knowledge exam, hold a valid statement of eligibility letter and be fingerprinted before taking field experience courses.

Each teacher candidate enrolled in the Educator Preparation Institute (EPI) is required by the state of Florida to get fingerprinted by the Polk County School Board or their designated district where they are completing field experience hours.

Polk County School Board Information: Contact Support Services at the Polk County School district, 1915 S. Floral Avenue, Bartow, FL 33830, phone: 863-534-0414 to make an appointment.



The School District suggests teacher candidates to purchase a money order in the amount of \$49.25 valid for one year or \$55.25 valid for two years. The money order will need to be made out to Polk County School Board." **No checks or cash will be accepted.** Teacher candidate must bring the Polk State College student ID and the driver license for identification.

Teacher candidates will receive a badge to wear after being cleared by the background check. Let the fingerprint employee know if you would like to pick up the badge or have them send to your home address.

Teacher candidate will take this form with you to the School Board Fingerprinting Office and have someone sign this form that you were fingerprinted.

Once the fingerprinting is complete, the fingerprint office will give you a letter/receipt and mail you a badge to wear while at the school site. The EPI office will need a copy of the receipt to keep in our files. If something disqualifying appears, the school board investigator will be informed and will then inform the college of the situation. If no problem exists, the college won't hear anything. All students will be in a state database for five years. **If you are a substitute teacher, paraprofessional, pilot sub, or non-instructional personnel, you do not have to be fingerprinted again, but the EPI office will need proof that you were fingerprinted.**

The school system will not accept documentation from outside the school district that has not been done electronically. EPI Teacher Candidate's fingerprints are in a state data base for a continuous criminal record check.

EPI Teacher Candidate's Name:

Name and Signature from Fingerprinting Office Personnel:

Date: