The following items are needed to complete your personnel file:

- Two forms of ID (Driver's License and Birth Certificate or Social Security Card)
- Copy of Connecticut Certification (if certified)
- Official Transcripts (not copies)
- Fingerprinting
  - Option 1: CREC (Capitol Region Education Council). You may substitute in one or more districts. CREC Information: http://www.crec.org/fp/fingerprinting.php
  - Option 2: Vernon Public Schools (Available only if you are substituting in Vernon). To schedule an appointment, please contact Tammy Salminen by email tsalminen@vernon-ct.gov or by telephone at (860) 870-6000 ext. 125. The fee is $19.25 payable by money order to: DPS.

    Connecticut requires that any person (teacher, administrator, special service staff member, teacher's aide, custodian, cafeteria employee, etc.) who is hired by a local or regional board of education submit to a state and national criminal history record check within the first 30 days of the date of employment. The process includes the checking of fingerprints by the State Police Bureau of Identification and the F.B.I. The results of the criminal history record checks (both state and federal) are reported to the employing school district. If the district receives notice of a conviction of a crime by a person holding a certificate, authorization or permit issued by the State Board of Education, the district shall notify the Bureau of Educator Standards and Certification.

    State Processing Fee and District Service Fee

    - State Processing Fee: $19.25 payable by money order to DPS (Department of Public Safety). This fee covers up to three attempts to secure state and federally approved fingerprints.
    - District Service Fee: None. The Vernon Public Schools provides a one time free fingerprint service to all new employees. To schedule an appointment, please contact Tammy Salminen by email at tsalminen@vernon-ct.gov or by phone at 860-870-6000, ext. 125. If the initial attempt to secure fingerprints is rejected by the state and/or federal government, employees will need to seek fingerprinting services elsewhere. Locations offering fingerprinting services include:

Vernon Police Department	860-872-9126	Fee: $10.00
Capital Region Education Council (CREC)	860-524-4003	Fee: $60.00
EASTCONN	860-455-0707	Fee: $48.00
Employee's local Police Department	(Fee may be waived if resident)	