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| **CHRI Forms** **Through EASTCONN or CREC**[NCPA/VCA Volunteer](https://drive.google.com/file/d/1Qz4f3LBo9e5GOb6nzhcMJL56KT8r-jIU/view?usp=sharing)**(Appointment Required)** | **Fingerprint Card:** [**Biometrics ID Services**](http://www.bioidentserv.com/web/)**Candidate can go to any** [**Biometrics location**](http://www.bioidentserv.com/web/index.php?option=com_content&view=article&id=46&Itemid=57)**(No Appointment Required)****Manchester Hours:** **Tues. 3:00 p.m. - 7:00 p.m.****Sat. 9:00 a.m. - 1:00 p.m.** | **Fingerprint Card: State Police Barracks in Middletown****(No Appointment Necessary)****1111 Country Club Road, 06457****M - F 8:30 a.m. - 4:15 p.m.** |
| Cost: EASTCONN - $? CREC - $? | **For any student in a Teacher Preparation Program (Clinical Juniors, Senior/Student Teaching, Pre-Student Teaching, Masters Interns)**Cost: $25 Cash or Money Order (bring to Biometrics)PLUS[NCPA Waiver](https://drive.google.com/file/d/0B6yqp2quUBXKUmFYdHdYa3JSR2pmaUdNN09NWVF5eDRtc1pr/view?usp=sharing) **AND**$11.25 Money Order made out to: Treasurer, State of CT | **For any student in a Teacher Preparation Program (Clinical Juniors, Senior/Student Teaching, Pre-Student Teaching, Masters Interns)**Cost: $15 Cash/Credit/Debit (bring to Police Barracks)PLUS[NCPA Waiver](https://drive.google.com/file/d/0B6yqp2quUBXKUmFYdHdYa3JSR2pmaUdNN09NWVF5eDRtc1pr/view?usp=sharing) **AND**$11.25 Money Order made out to: Treasurer, State of CT |
| Process:1. Student teacher candidate completes CHRI form **and submits to Heather Gates** (heathere@mpspride.org) at MPS.
2. The Director of HR signs the CHRI form on behalf of the school district.
3. The form is then scanned and emailed to the student, who takes it to the RESC to have prints done.

**\*\*CHRI Form is ONLY needed if going to CREC/EASTCONN for fingerprinting\*\*** | Process:1. Student teacher candidate completes the fingerprinting card at Biometrics/Police Station.
2. The candidate brings the card to the MPS HR Office, 45 N. School St., Manchester.

We are open Monday - Friday, 8:00 am - 4:00pm.1. If the student is in a/an:
	1. **Teacher Preparation Program**, the card must be accompanied by the NCPA Waiver (complete highlighted area and sign/date) AND one money order in the exact amount of $11.25. (State of CT will **NOT** accept personal checks)
2. The HR Department mails the cards out to the state.

**\*CHRI Form is NOT needed if obtaining fingerprint card from Biometrics/Police Barracks\*\*** |

\*\*Please note - all prints must be completed within 60 days of the **start** of the placement\*\*