

Fingerprinting Requirements for L1id

The state of Missouri requires that you have a background check prior to entering ANY public school classroom. Part of your background check includes fingerprinting. You will need to complete this process prior to entering your clinical experience placement (classroom). You cannot begin your clinical experience until this report is received by the public school and Baptist Bible College.

Please bring your printed receipt to the Education Unit upon completion of your background check. Remember that this receipt only implies that results of the background check are pending. The receipt does not imply that you have an unencumbered background check.

The Missouri Department of Elementary & Secondary Education is utilizing the L1id system to complete all fingerprints electronically.

Here are the instructions for fingerprinting through L1id:

First go to <http://www.L1id.com>

- Under Enrollment Services click on “Need fingerprinting or a background check for your job?”
- Click on Missouri
- Click online scheduling & then begin registration
- For the Agency Number/ORI put in MO920320Z
- For the OCA number put in 039141 (SPS)
- Under Extra OCA Identifier click on Certified Educator
- Immediately click go to the right of the OCA Identifier
- Click the box that says you wish to receive the results by mail
- put in 65803 for the location, click go

It will bring up the locations in Springfield and surrounding areas that you can choose. Please be sure to get the correct code numbers for Springfield Public Schools. You will receive a verification letter in 6-8 weeks. You **MUST** bring the letter to the Education Unit at BBC. We will make a copy for your education file. Baptist Bible College considers your background check complete upon receiving the letter verifying an unencumbered background check. You **MUST** maintain your copy for future clinical experience placements.

The charge for fingerprinting is \$52.20.

Please feel free to contact the Education Unit with any questions!

Thank you,

Education Unit

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