

South Portland Athletics – CHRC (Fingerprinting) Instructions for New Hires and Renewals

To expedite the hiring process and to begin coaching with the South Portland athletic department in a timely manner it is very important to follow these instructions which is a two-step process.

1. Step one is to register with IndentoGo for fingerprinting.
 - a. There is a \$55 fee for this
 - b. <https://www.identogo.com/locations/maine>
 - c. Select “digital fingerprinting”
 - d. Select “schedule a new appointment”
 - e. Select “department of education” from the drop-down menu and then select yes.
 - f. Select “new hire” from the drop-down menu.
 - g. Select “agree” on the next two pages
 - h. Enter your zip code to find the fingerprinting location most convenient for you and schedule an appointment
 - i. Print a copy of your fingerprinting appointment that you’ve schedule.

2. Step two is to complete the DoE CHRC application for initial approval and schedule with central office to drop off the application. After you’ve had your fingerprints taken:
 - a. Complete the attached application for initial education approval.
 - b. Contact central office at (207) 871-0555 and inform them you have been hired as a new coach or are a current coach needing a renewal and need to complete the CHRC/fingerprinting process.
 - c. Bring the copy of your fingerprinting appointment, the application for initial education approval along with \$15 debit/credit card payment to central office so the application can be faxed immediately to the Maine Department of Education.

Following this process will allow you to join the coaching staff and begin to coach immediately after your application has been faxed to the DoE. If you have any questions, please don’t hesitate to reach out to me in the athletic office at (207) 767-7705 or via email at livingto@spsdme.org.

Respectfully,

Todd Livingston, Athletic Administrator – South Portland School Department.