

Steps to Employment with RSU 18

To be employed by a school district, you must complete fingerprinting and a criminal history records check (CHRC) through the Maine Department of Education (MDOE). You will be unable to submit your application without attaching this information.

1. Print, complete and mail the application to the MDOE authorizing the CHRC to be completed along with your \$15.00 payment.
2. Schedule and pay for a fingerprint appointment online through the MDOE's fingerprint partner, IdentoGO, with a processing fee of \$55.00. Fingerprints taken at a police station are not accepted by the MDOE.

This is the link to complete steps 1 and 2: <https://www.maine.gov/doe/cert/fingerprinting#who>

3. If you are applying for an Educational Technician position, you will need to print, complete and mail the application for certification to the MDOE along with the required transcripts and your payment of \$25.00.
 - Educational Technician I requirement – High School Diploma and CHRC
 - Educational Technician II requirement – 60 College Credits of approved study in an educationally related field and CHRC
 - Educational Technician III – 90 College Credits of approved study in an educationally related field and CHRC

The link to step 3 is below: <https://www.maine.gov/doe/cert/application>

The MDOE no longer sends certifications in the mail. You will need to check your status on their website and print your certification out to attach to your application. This is the link to do that: <https://neo.maine.gov/doe/neo/TeacherCertification/TeacherCertification>

Complete the online application by clicking on the red apply box beside position you are interested in.



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