

Required Fingerprinting for all new hired staff

All new hired staff at Summer at Park, (Counselors and Lifeguards), must be fingerprinted before beginning work at SAP. Here are instructions as to how and where to do this. Please send, scan, or bring a copy of your receipt of payment to the Summer at Park Offices and we will make sure you're reimbursed.

Registering to complete the fingerprinting at a location off-campus on your own time:

Fingerprinting Locations: <http://www.i1enrollment.com/locations/?st=ma>

Registration:

Online registration: <https://ma.ibtfingerprint.com/>

By phone: [866-349-8130](tel:866-349-8130)

Overview of the process:

1. Determine the location where you will go to have your fingerprint taken. There is a location in Dedham (approximately 15 minutes away from school on the VFW Pkwy) and many more throughout the state.
2. Complete the online registration process. You will need to know the following information:
 - a. Agency/Sector: Pre-K-12th Grade Education (ESE)
 - b. Applicant Type: Unless you maintain a MA License for Education, all Park/CAAP employees are "All Other School Personnel".
 - c. Provider ID: 00460814
 - d. You will have the option to pay the fee of \$35 (\$55 if you are a licensed educator) in advance.
3. Bring your Registration Confirmation Number and an acceptable form of identification with you to the fingerprinting appointment. The appointment should take less than 15 minutes.
4. Return your receipt to the Summer at Park Offices for reimbursement.