# STATE MANDATED PAPERWORK TO BE DONE BEFORE SEPTEMBER 8TH!

State education codes require that teacher candidates must have fingerprint and background clearances before they begin working in the schools. Therefore, please **make plans to be fingerprinted by September 8th and bring proof of current fingerprints** (receipt from where fingerprints were done) **to orientation.**  The most convenient, fastest, and most reliable way to be fingerprinted is at one of the state’s Educational Services Districts with their electronic machines. See information on fingerprinting at either ESD 113 in Tumwater or Puget Sound ESD in Renton at: <http://www.evergreen.edu/mit/forms.htm>

Fingerprints are valid for two years and must be current at all times in MiT.

Please also **complete and bring to orientation all required forms** found at: <http://www.evergreen.edu/mit/forms.htm>

* Character and Fitness Supplement form 4020b. If you have any yes answers in Section II questions 3-11, Section III or Section IV, contact MiT Education Field Experience Officer Loren Petty at pettyl@evergreen.edu to bring in your form with accompanying documentation prior to orientation to begin the process of obtaining a clearance letter.
* The Institutional Application for Teacher Certifcation
* Liability Insurance
* Oath of Confidentiality
* Permission to Photograph
* Code of Professional conduct for Education Practitioners