Hi all…In addition to all the forms many of you had to fill out at BB&N,  Park, CMS and Concord, we need to collect your CORI/SORI forms and fingerprints according to the regulations. The list below shows the specific requirements asked by different schools, please follow the instruction and send back the materials to us as soon as possible (Please schedule an appointment of fingerprinting as early as possible to avoid the waiting time). As soon as we move all our business from onsite to webcasts, we will not have to deal with this administration. Thank you!

If you will be teaching at more than one school, please note that you may need to fill out the same form multiple times to meet the requirement of each school. But you only have to do fingerprinting once.

**The Park School**

1. SORI Form <http://summeratpark.org/ee-uploads/camp_forms/request-tosorb_INT.pdf>
2. CORI Form <http://summeratpark.org/ee-uploads/camp_forms/fillable-cori-acknowledgement-form-201206.pdf>
3. Fingerprinting

**BB&N**

1. CORI Form <http://www.bbns.org/uploaded/SummerCORIRevised.pdf>
2. A copy of your ID (Driver’s License or Passport or School ID)
3. Fingerprinting

**Concord Academy**

1. CORI Form <http://build-it-yourself.com/s-projectware/biy-projectware-materials/cori-form-ca.pdf>
2. Fingerprinting

**Cambridge Montessori School**

1. CORI From <http://www.mass.gov/eohhs/docs/dph/quality/healthcare/cori-form.pdf>
2. SORI Form <http://www.mass.gov/eopss/docs/sorb/request-tosorb.pdf>
3. Fingerprinting

**Fingerprinting Process**

Please set up an appointment to be finger printed if you are required. You only have to do it once if your fingerprints are required by multiple schools, just add the schools’ Provider ID listed below while you are in the application process. The fee will be $35, keep the receipt and we will reimburse you for the cost immediately.

Please follow these fingerprinting guidelines below.

1. Schedule appointment online: <https://ma.ibtfingerprint.com/> or schedule by phone: 866-349-8130
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:  “All Other School Personnel”; Choose “Licensed Educator” if you are

c. Provider ID:

 Park - 00460814

 BB&N - 00490810

 Cambridge Montessori School - 00490960

 Concord Academy – 00670810

 Pierce School - 00460040

 Baker School - 00460005

 Winn Brook - 00260005

1. Determine the location where you will go to have your fingerprint taken. There are many throughout the state. ([Fingerprinting Locations](http://www.l1enrollment.com/locations/?st=ma))
2. 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 ([List of acceptable form of ID](http://www.l1enrollment.com/state/forms/ma/52f276b2e662d.pdf)). The appointment should take between 5-10 mins.
4. You will get a receipt at the completion of the fingerprinting appointment, please submit the **receipt along with a copy of your ID** to Build-It-Yourself along with other materials.