



Thank you for your interest in becoming a Licensed Substitute for  
Montrose and Olathe Schools!

Licensed Substitutes- Can sub for Teachers and this position requires a current Substitute Authorization or Teaching License with the Colorado Department of Education (CDE). Please complete the steps below for consideration of a licensed substitute position:

1. Complete the District online application <https://www.applitrack.com/mcsd/onlineapp/>
2. The Substitute Committee will review and evaluate submitted applications. The applicants selected to proceed, will be reached out for an interview.
3. Schedule and complete the fingerprinting process: <https://abi.cabiond.com>  
The 2nd page has step-by-step instructions.
  - The average cost for fingerprint processing is \$56.00 – personal checks/cash are not accepted. Please be prepared to pay by Credit/Debit Card. Fees are non refundable.
4. Apply for a Substitute Authorization with the Colorado Department of Education (CDE).  
Apply at: <http://www.cde.state.co.us/cdeprof>
  - 1 year (Requirement: High School Diploma or equivalent) Cost \$60.00
  - 3 year (Requirement: Bachelor's Degree) Cost \$90.00
  - 5 year (Requirement: Previously held a teaching certificate) Cost \$90.00
5. Provide a copy of your Substitution Authorization to Montrose County School District HR Department once approved by CDE
6. Once CDE receives your Background Check and Fingerprints have cleared, you will receive electronic payroll forms to complete, and you will be contacted to schedule a Substitute Orientation at the District Office.

For further questions or assistance, please contact:

Erika Lopez  
HR Admin Assistant  
(970) 252-7916  
[erika.lopez@mcsd.org](mailto:erika.lopez@mcsd.org)

# Fingerprint Process for Licensed Substitutes

## Colorado Fingerprinting Applicant Registration Instructions

Fingerprinting appointments are required. The following instructions are to successfully register for fingerprinting. Please carefully read and follow the registration instructions carefully.

**IMPORTANT - Make sure all of your information is correct, once your fingerprints are submitted you cannot change any information.**

- 1. Website** - Visit the website <https://abi.cabiond.com/> and click "Create Account" to begin.
- 2. Account Creation: Step 1** - Enter your first name, middle name (if applicable), last name, suffix (if applicable), gender, DOB & preferred communication language. Once you have verified all of your information is correct, click "Next".
- 3. Account Creation: Step 2** - Enter your primary email address which should be your own personal email address. After verifying your information is correct click "Next"
- 4. Account Creation: Step 3** - Enter a username, which can be your email address. Create a password, confirm your password, and click "Create an Account"
- 5. Place Order** – Click "Place New Order".
- 6. Order Options** – Choose "Fingerprint Location" – search by your zip code for locations near you.
- 7. Schedule Appointment** – The available days for the location selected will be displayed. Select the day and time and click "Next"
- 8. Billing Code** – Select "No" and click "Next"
- 9. Service Type** – From the first drop-down selection, choose "CO Licensure/Employment CABS". Then "ED PROVISIONAL – DEPT OF ED 22-60 5-103" from the second drop down selection. In the CBI Unique ID, enter "1134ETPI" and click "Next".

### Service Types

Please select the options for the service you require. If you are not sure which service you need please consult w fingerprinted. You are responsible for any fees associated with the service you select.

Why do you need to get fingerprinted? \*  
Select one and read the service description below.

CO Licensure/Employment CABS

### CO Licensure/Employment CABS

Colorado Bureau of Investigation (CBI) fingerprint processing for licensure/employment in Colorado. Order if instructed by your employer or licensing agency and you have the CBI unique ID. If you are unsure of the CBI unique ID you are to use, you may use the lookup tool; however we recommend you contact your agency/employer directly to receive that information. You are responsible for any fees associated with the CBI unique ID you enter/select.

What is your reason for CO Licensure/Employment CABS? \*

CDE Educator Licensing Act 22-60-5-103

Please enter your information below. Then click 'Next' to continue.

CBI Unique ID: \*

1134ETPI

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10. **Personal Information** – Your personal information from when you created your account will be displayed. Enter your SSN if required. Double-check all of your information to make sure it is correct. Click “Edit Profile” to make any changes/corrections. After verifying your information click “Next”.
11. **DOB Confirmation** – You need to enter your DOB and if applicable the last four of your SSN to proceed, click “Confirm”.
12. **Fingerprint Information** – Enter the information needed for fingerprinting.
13. **Review and Privacy Act Statement** – This is your last chance to review your information and ensure it’s correct. Scroll to the bottom and click the acknowledgment that you have read the privacy act statement. Click “Next” to proceed.
14. **Order Summary** – You will see your order summary and the balance you’ll need to pay with a credit card. Once paid you will receive an order confirmation sent to your email address.
15. **Fingerprinting Appointment** – Take the following to your appointment.
  - Order ID – listed on the confirmation
  - Valid Govt. Issued Photo ID

If your fingerprints get rejected by either the CBI or FBI, you will receive a notification by email and text if you opt for receiving text messages. **DO NOT PLACE A NEW ORDER if your fingerprints are rejected, you will “reschedule an appointment” under the existing order.**

If you have any questions or need assistance, contact Colorado Fingerprinting. Phone: 833-224-2227  
Email: [info@coloradofingerprinting.com](mailto:info@coloradofingerprinting.com)  
Website: [www.coloradofingerprinting.com](http://www.coloradofingerprinting.com)