

**<http://www.coe.fau.edu/students/oass/fieldexperience/stlucie.aspx>** At this web site please replace information with this :

## **Field Experience Program**

### **Security Clearance Information – St. Lucie**

- **New Fingerprinting (\$63.25 credit card or money order only)**  
[Click on this link](#) if you are a student who has never been fingerprinted in St. Lucie county.

- **Clearance Renewal (\$6.00 retention fee)**  
Contact the district directly to check on the status of clearance

District Web Page <http://www.palmbeachschools.org/staffdev/Pre-ServiceProgram.asp>

## Applicant Registration Process

### Pre-Service Teachers in St. Lucie County

1. Go to [www.cogentid.com](http://www.cogentid.com) to register and pay the fingerprinting fee. This can only be done in the form of credit card or money order.
2. Click on the **State of Florida Flag** icon.
3. Click on the **Florida Department of Education** icon.
4. Select **"Register Online"**.
5. Complete the Application Carefully. Be sure to select "Saint Lucie County Schools" for the "CRI Literal".
6. **BEFORE SUBMITTING PAYMENT**, Record your Registration ID #.
7. Keep the Registration ID# and Receipt of Payment for Fingerprinting.
8. Email Ms. Lynn Louderback [lynn.louderback@stlucieschools.org](mailto:lynn.louderback@stlucieschools.org) to request a fingerprinting appointment.
9. Report to the district office :

4204 Okeechobee Road  
Fort Pierce, FL 34947

#### YOU MUST BRING:

- Photo ID
  - Registration ID#/Receipt of Payment
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10. Turn in a copy of the fingerprinting letter to Greg Gilbert by either:
    - Scanning and Emailing a copy to [ggilbert@fau.edu](mailto:ggilbert@fau.edu)
    - Faxing a copy to 772-873-3373
    - Dropping a copy to Greg Gilbert MP-233 Treasure Coast Campus.