COTTAGE HILL CHRISTIAN ACADEMY
Employment Background Check

Cottage Hill Christian Academy requires all applicants to complete a background check with the Alabama Department of Education (ALSDE). Proof of background check is required as a condition of employment.

Teacher Certification Background Clearance and Fingerprints:

https://www.alabamaachieves.org/teacher-center/teacher-certification/

Applicants will need:

- A valid email account
- AIM account
- ALSDE ID# (generated when AIM account is created)
- Fee of $46.20 paid by debit card, credit card, or PayPal account
- Commonly known personal information

Follow the process below:

1. Create an AIM account – www.aim.alsde.edu
2. Complete background check registration in AIM
3. Create Fieldprint account – www.alabama.fieldprint.com
4. Complete online authorization forms
5. Schedule Fieldprint appointment online and pay fee
6. Report for fingerprint appointment