

TO: All Certified Employees
FROM: Glenda Allen-Director of Special Programs/Personnel
SUBJECT: Senate Bill 9
DATE: May 7, 2008

The 80th Legislative Session authorized Senate Bill 9 which expands the criminal history review by the State Board of Educator Certification (SBEC) of certified educators and further requires fingerprinting and review of certified, non-certified and substitute school employees. Currently the Texas Education Agency (TEA) has formalized the procedure and applicable processes regarding the fingerprinting requirement.

All employees that hold a certificate, whether the certificate is applicable to their current position or not, are required to complete the fingerprinting process. The State Board of Educator Certification (SBEC) has issued certificates for the following positions:

Administrator
Teacher
Instructional Aide
Secretary (previously issued leveled certificates, such as Level 1, 2, 3)

The following personnel are financially covered by the state:

1. Any certified employee employed by a public school district during the 2006-2007 school year. (October 2006 PEIMS)

Employees that are not financially covered by the state, but require fingerprinting include:

1. Any certified person that was not employed by a public school district during the 2006-2007 school year.
2. Any non-certified person that is hired after January 1, 2008;
3. Any certified employee, for whom fingerprinting was required as of October 1, 2003, to receive certification as the cost has been incurred by the applicant. This category of employee will not be required to complete the fingerprinting process again.

District personnel that are exempt from the fingerprinting requirement are any non-certified employees hired prior to January 1, 2008.

The District has received notification from the Texas Education Agency that our fingerprinting process will begin with formal notification on **July 1, 2008**. There are multiple steps that must be completed in order to prepare for and comply with this requirement.

I. CERTIFICATE REVIEW/EDUCATOR PROFILE

Before **May 30, 2008**, each employee that is a certificate holder must verify that the **FIRST** name and **LAST** name on the certificate match the name that is currently on a driver's license or on a state issued identification card. These are the **ONLY** two forms of identification that will be accepted when conducting the fingerprinting process. If you have an out-of-state driver's license, you will also need a copy of your birth certificate. If your **FIRST** and **LAST** name on your certificate are different than your **FIRST** and **LAST** name on your identification the fingerprinting process cannot be completed.

To review your certificate and profile, follow the steps below:

1. Log onto SBEC Online for Educators at: www.sbec.state.tx.us
2. If you do not have an account, you will need to create an account by clicking **NEW USER** on the right tool bar and fill in the information. (See Exhibits 1 and 2)
3. If you have an account, you must log on to verify your profile to include your name and address by clicking **LOGIN** on the right bar. Effective as of December 2, 2002, every educator certificate holder must maintain a current mailing address with the State Board for Educator Certification (SBEC) within 45 days of the change. Failure to maintain a current mailing address with SBEC may result in the following:
 - **failure to receive important information or notice of a proceeding regarding an individual's certification or application status, including renewal requirements for a Standard Educator Certificate;**
 - **failure to receive a certificate; or**
 - **certificate sanction or denial**

II. CERTIFICATE NAME

If you need to change your name on your certificate, please complete the following steps:

1. Log onto SBEC Online for Educators at: www.sbec.state.tx.us
2. From the home page select "Email SBEC"
3. Select the name change option which reads "If your name has changed and you wish the name change to be reflected on your Official Record of Educator Certificate, Click Here".
4. There is no charge for this service.
5. Include your social security number in your correspondence.

Please note, **ONLY** the **FIRST** and **LAST** names in our SBEC Online System need to match your state issued driver's license.

III. EMAIL ADDRESS

In addition, the district will be providing TEA with each employee's e-mail address as part of our data upload. Initial information and notification from SBEC in regards to an 80 day fingerprinting window and how to obtain the required FAST Fingerprinting Pass will be sent to your assigned district e-mail address. If you cannot use the district e-mail during the summer, you will need to provide the district with your summer email address.

FINANCIAL RESPONSIBILITY

IF you were not employed by a school district in the state of Texas during the 2006-07 school year, you will be required to pay for your fingerprinting. Employees in this category will receive an e-mail from SBEC allowing you to link to their site to process and pay. Payment must be made prior to receiving the FAST Fingerprinting Pass. On the 80 Day Notification e-mail, it will provide you information if you are financially responsible or not for the fingerprinting process. Read the 80-Day Notification e-mail carefully.

FINGERPRINTING PROCESS-TIMELINE

1. After employee verification of name and address, employees will need to make a fingerprinting appointment and verify their summer e-mail address with their campus secretary **prior to May 30th**. Verification of this information will be part of the employees summer exiting procedure.
2. Campuses will be fingerprinted on the following dates at the DHS library:

Elementary	Monday, July 28 th
Intermediate	Tuesday, July 29 th
Middle School	Wednesday-July 30 th
High School	Thursday-July 31 st

(Information for those not able to come on the above dates will be given late in this memo.)
3. July 1st- DISD will receive an official notification to begin the fingerprinting process.
4. By July 8th, the district will upload a list of names and information of all their certified employees and substitutes to SBEC Online. (This begins the 80 day window for fingerprinting requirements.)
5. Within 24 hours the district and employees will receive a response letter, and this e-mail will come from a source called, **"Itsbatch"** and will have **'AutoEmail:SB 9 Fingerprinting Information (Individual)** in the subject line. Campuses will utilize their phone trees at this time to notify all employees.
6. Employees will be advised that they are required to be fingerprinted and will include an 80 day notice and how to obtain the FAST Fingerprint Pass. Included in this packet is a copy of the e-mail that employees will receive. (See Exhibit 3)
7. Once an employee receives this e-mail there will be directions to go to the SBEC website. On the SBEC website, an employee may update their own personal e-mail address or enter their District e-mail address and the FAST Fingerprint Pass will go to the e-mail address the employee puts on their SBEC website.
8. Each certified employee will receive an e-mail that contains the FAST Fingerprint Pass to the e-mail address they enter onto their SBEC profile.
9. Employees will follow the directions in the e-mail to print out the FAST Fingerprint Pass (this is your ticket for obtaining the fingerprinting services). The FAST Fingerprint Pass

- is unique to each employee and will contain a number that matches what the mobile fingerprinting unit has in their computer; therefore, you **MUST** use only your issued pass.
10. You will need a driver's license or a state issued identification card for verification on the scheduled day of fingerprinting. Please note that your photo will also be taken.
 11. On your campus scheduled day, **you MUST take your FAST Fingerprint Pass and driver's license/state issued identification card to the mobile fingerprinting unit.**
 12. The Live Scan Operator at the mobile fingerprinting unit will verify the name on the Fingerprinting Fast Pass and your identification. Once verification has occurred, they will scan your fingerprints.
 13. Once you have made your appointment, please do not try to reschedule. We will also be fingerprinting substitutes and will need to schedule appointments for them as well.
 14. If you are not able to attend on the scheduled day for your campus, you may call Lori after May 30th (ext. 705) to see if there are any additional openings. If you will not be in Devine during the week of July 28th -31st or live closer to a L-1 Identity Solutions vendor, you can make your own appointment by calling (888) 467-2080 or by scheduling on their website at <http://www.ibtfingerprint.com/>. **You cannot schedule an appointment with L-1 until after you receive the notification (Itsbatch) e-mail.**
 15. At the 55-day mark, districts and certified employees will be sent an e-mail if fingerprinting results have not been received.
 16. ALL employees that have a certificate, whether they are currently working in a position that requires the certificate or not, **MUST** have the fingerprinting process completed. If the fingerprinting requirement is not met by an employee within the 80 day window, the employee's certificate status will change to INACTIVE and the certified educator **CANNOT** work in any role that requires certification.

NOTE: Employees who have received certification since October 1, 2003, have already completed the fingerprinting requirement and will not be on the list for fingerprinting nor receive a Fingerprinting FAST Pass.

OUTCOMES

1. The fingerprinting process takes approximately 3-5 days to be completed.
2. In the event that fingerprints are rejected, this may mean that during the scan the prints were not read correctly. You will be notified individually in one to two days if this was the case and be rescheduled to have the fingerprint scan completed again. If a person's fingerprints are rejected a second time, TEA will work with the Federal Bureau of Investigations to complete a name search. A person whose fingerprints have been rejected are still under the 80 day clock and should make arrangements to be reprinted ASAP.
3. Any records or issues with the fingerprinting background check will be reviewed and handled by campus and central office administrators in the same manner as the current system of review.
4. District employees must notify the central office within 3 business days of any arrest or convictions, [Policy- DH (Local)]

Educator Account Search

Why Login to SBEC Online?

Before creating or accessing your account we must search our system for prior records.
Please enter in the following information so we can create or access your account.

If you do not have a Social Security Number or previously assigned number beginning with a "T" or "P", [Click Here](#)

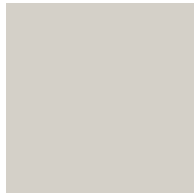
*Last Name:

**Social Security Number or previously assigned file number:

*Date of Birth: Month: Day: Year:

***Application applying for:**

- Candidate participating in an Educator Preparation Program
- Educational Aide (First Time Applicant)
- Out of State Certified Applicant (First Time Applicant)
- Out of Country Certified Applicant (First Time Applicant)
- Temporary Teaching Certified Applicant (First Time Applicant)
- Previously Certified



*Required Fields

Address Changes:

If you have already registered for a test on the ETS website and have not received your test scores AND if you have changed your mailing address here then you will need to login to the [ETS website](#) to ensure that your test results get mailed to your correct address.

Social Security Number:

*First Name:	<input type="text"/>	*Gender:	<input type="text"/>
Middle Name:	<input type="text"/>	*Date of Birth:	Month: <input type="text"/> Day: <input type="text"/> Year: <input type="text"/>
*Last Name:	<input type="text"/>	*Phone Number:	(<input type="text"/>) <input type="text"/> - <input type="text"/>
Maiden Name:	<input type="text"/>	*Ethnicity:	<input type="text"/>
Suffix:	<input type="text"/>	*Driver License #:	<input type="text"/>
		*DL State:	<input type="text"/>

If your name is incorrect, (what you see is what will be on your certificate) please email sbec with (1) your name as it currently is displayed, (2) your name as you need it to be and (3) your SSN. To email us for this change [click here](#)

***Mailing :**

*Address:	<input type="text"/>	*City:	<input type="text"/>
<small>Street Address, P.O. box, company name, c/o</small>			
Address Line 2(optional):	<input type="text"/>	*State/Province:	<input type="text"/>
<small>Apartment, suite, unit, building, floor, etc.</small>			
Address Line 3(optional):	<input type="text"/>	*Zip Code:	<input type="text"/> - <input type="text"/> (12345-1234)
<small>all other information</small>			
		*Postal Code:	<input type="text"/> (H1C_2J3)
		<small>Only foreign addresses, excluding US Territories</small>	
*Country:	<input type="text"/> UNITED STATES		

Billing **Check here if same as mailing**

Address:	<input type="text"/>	City:	<input type="text"/>
Address Line 2(optional):	<input type="text"/>	State/Province:	<input type="text"/>
Address Line 3(optional):	<input type="text"/>	Zip Code:	<input type="text"/> - <input type="text"/>
		Postal Code:	<input type="text"/> (H1C_2J3)
Country:	<input type="text"/>		

Email is required. Please keep it current. We use email as the primary method to communicate with you. Status changes, reminders, and other important actions pertaining to your credentials will be communicated to you with this email .

If you don't have an email sign up for one of these FREE services, click on an icon below to open a window and sign up.



*Email:

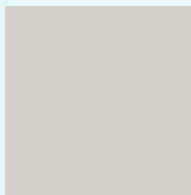


EXHIBIT 3

SAMPLE EMAIL FROM TEA---YOU WILL NOT RECEIVE UNTIL AFTER JULY 8TH, AND NOT BE ABLE TO RECEIVE YOUR FAST FINGERPRINT PASS UNTIL THE DISTRICT RECEIVES NOTICE. DO NOT ATTEMPT TO SCHEDULE AN APPOINTMENT WITH L-1 UNTIL YOU RECEIVE THIS NOTICE FROM TEA.

CERTIFIED EMPLOYEE NOTIFICATION EMAIL (80 day notice) - Certified employees required to be fingerprinted will receive this email within 24 hours of the district upload.

Dear Certified Educator,

You have been identified as a Certified Educator that is subject to fingerprinting in accordance with Senate Bill 9, also known as the "Fingerprinting Bill."

In order to comply with Senate Bill 9, you will be asked to use the State Board for Educator Certification link below to view and update your profile information. Once these steps have been completed, your Fast Fingerprint Pass will be sent to you.

PLEASE FOLLOW THESE DIRECTIONS CAREFULLY:

1. Click on the following link:

<http://www.sbec.state.tx.us/SBECOnline/default.asp>

2. Look for EDUCATOR LOG IN on the right side of the page.

- If you already have a username and password because you have previously logged in to SBEC Online, simply log in with your username and password.
(GO TO STEP 3 below and complete the rest of the steps)
- If you already have a username and password but cannot remember it (or, if you are not sure if you have a username or password), click on 'Forgot username and/or password' and fill in the requested information.
(GO TO STEP 3 below and complete the rest of the steps)
- If you do not have a username and password because you have never logged in to SBEC Online, click on 'New User'. Please note that your username must be at least 8 characters. Once you have set up your username and password, you will need to click 'Log out' in the upper right hand corner. Click on <http://www.sbec.state.tx.us/SBECOnline/default.asp> and choose 'Forgot Username and/or password' to enter SBEC Online.
(GO TO STEP 3 below and complete the rest of the steps)

Steps to follow once you reach the **EDUCATOR PROFILE SETUP** page:

3. Review your Educator Profile information, especially your email address, and add and make changes as needed. Click 'Continue' at the bottom of the page.
4. Review the information displayed on the Fingerprint Service Request page. Then click the 'Fingerprint Service Request' button at the bottom of the page.
5. If you are required to submit payment for your fingerprinting, a payment screen will appear where you will enter payment information. If you are not required to submit payment, you will not see the payment screen.
6. The new page may take a few seconds to generate. A confirmation screen will indicate that a Fast Fingerprint Pass has been sent to your email address listed on your educator profile page.
7. You have now completed the required steps in SBEC Online to receive your Fast Fingerprint Pass. Log off and check the email address that was indicated on your educator profile page. Look for an email from SBEC. Your fast pass is an attachment inside this email. You must print the Fast Fingerprint Pass.

You **MUST** take the "FAST Fingerprint Pass Form" to your appointment in order to be fingerprinted. You cannot be fingerprinted without a Fast Fingerprint Pass form.

You must complete this process within 80 days from this notification. If you do not complete the criminal history process within the 80 day designation, your certificate(s) will be marked with an inactive status until the process is complete. Please note that it may take up to 14 days to process a criminal history record. If your certificates are marked with an inactive status, you will not be allowed to teach in the classroom until this requirement is met.

Thank you for your cooperation in making schools and school districts safer environments. Please contact the Texas Education Agency, Division of Fingerprinting at 1-888-863-5880, Option 3 for assistance.

Sincerely,

Division of Investigations
Texas Education Agency