



### **ATTENTION ALL CERTIFIED SUBSTITUTES:**

We understand that some substitutes may not wish to be fingerprinted for various reasons. If do not want to be fingerprinted, you must send a written notice of resignation by October 19, 2009 to the substitute office to ([coucst@mansfieldisd.org](mailto:coucst@mansfieldisd.org)) indicating your intent to resign. Upon receipt of your resignation letter, the district will remove your name from the substitute system. If this occurs before the district uploads the database to SBEC, your name will not be included. Should you decide to substitute in the future you will be required to reapply and must be fingerprinted. There is no guarantee of future employment.

If fingerprinting results are not received for any substitute by January 21, 2010 (the 80th day deadline), they will NOT be able to substitute for the district until the fingerprinting results are received for that person.

**Certificates will be rendered INACTIVE** of Certified Substitutes who are uploaded into the MISD database for required fingerprinting, but fail to complete the process within the 80-day timeframe.

## ***Fingerprinting for Substitutes: FAQ***

### **Fingerprinting for Current Substitutes**

The 80<sup>th</sup> Texas Legislature passed Senate Bill 9 (SB 9), which mandated the Texas Education Agency (TEA) to acquire criminal history reports on: (1) all certified educators who are currently employed, (2) all substitutes, and (3) non-certified employees hired after January 1, 2008. In addition, SB 9 created a criminal history clearinghouse to facilitate access to criminal history information and provide updates on any subsequent criminal history activity.

Under SB 9, during the time period January 1, 2008 until September 1, 2011, TEA will be systematically contacting school districts to submit information on all employees and substitutes to determine if the employee or substitute requires fingerprinting. TEA is calling this the fingerprinting “blitz.”

### **Q & A**

How will Mansfield ISD’s “blitz” occur?

Who will be required to be fingerprinted?

What if I have been fingerprinted before?

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### **How will Mansfield ISD's "blitz" occur?**

Mansfield ISD has been unofficially notified that it has been selected to upload a database of its employees and substitutes to SBEC in November 2009. The upload of data must occur within 10 days of our official notification, which we are told will be on or about November 3, 2009. Once the upload occurs, Mansfield ISD will have a maximum of 80 days to ensure that all employees and substitutes, who are required to be fingerprinted, have done so—and the results have been received—before that time period expires. We believe this will involve over 3000 district employees and 750 substitutes. ([Flowchart](#) provided by SBEC-SB9 Process for Substitutes ([link](#)))

### **Who will be required to be fingerprinted?**

Those required to be fingerprinted will include all current employees who hold an active or inactive certification issued by SBEC (whether or not their current position requires certification) and who were not fingerprinted by SBEC since 2008. In addition all substitutes will be required to be fingerprinted **whether or not they are certified**. Even if you have been fingerprinted for other purposes in the past, you will be required to be fingerprinted again in order for SBEC to have you in its clearinghouse database.

### **What if I have been fingerprinted before?**

Even if you have been fingerprinted for other purposes in the past, you will be required to be fingerprinted again in order for SBEC to have you in its clearinghouse database.

### **What if I do not wish to continue to substitute in Mansfield ISD?**

We understand that some substitutes may not wish to be fingerprinted for various reasons. If for that reason or any other, you wish to resign as a substitute in the district, please send a written notice to the substitute office at ([coucst@mansfieldisd.org](mailto:coucst@mansfieldisd.org)) indicating your intent to resign. Upon receipt of your resignation letter, the district will remove your name from the substitute system. If this occurs before the district uploads the database to SBEC, your name will not be included. Should you decide to substitute in the future you will be required to reapply and must be fingerprinted. There is no guarantee of future employment.

### **What if I am not sure I have a certification with SBEC?**

**All substitutes** will be required to be fingerprinted, **whether or not they are certified**.

To check certifications log in SBEC at [www.sbec.state.tx.us](http://www.sbec.state.tx.us)

At the top of the screen click on "Official Record of Educator Certification"

On the next screen that opens fill in Last name, First Name and Middle Name fields, then click on search.

### **What if I substitute in more than one district?**

SB 9 fingerprinting only has to be completed one time **even if** you are substituting in several different districts. However, remember that even if you have been fingerprinted for other purposes in the past, you will have to be fingerprinted in compliance with the SB 9 requirements.

### **What will be the cost?**

All substitutes will be required to pay for their fingerprinting. The district will not reimburse for fingerprinting expenses.

#### **If you are certified:**

You must register on-line with SBEC to get your FAST Pass and will pay at that time. The cost is **\$42.25** payable to SBEC. At the time of your appointment at an [L-1 facility](#) (list of sites attached), you will be required to pay **\$9.95** to L-1.

#### **If you are not certified:**

You will be required to pay **\$50.25** at the time of your fingerprinting appointment with L-1.

## **What can I do to prepare?**

### **If you are certified:**

Certified substitutes will need to confirm that their first and last names in the SBEC system are correct and match exactly to their driver's license or state ID. Please note that a state-issued driver's license or state-issued ID card will be required to be fingerprinted.

Following are instructions from SBEC on how to update our name in its system:

To update your name via SBEC's on-line system and have the change reflected on the "Official Record of Educator Certificates" on-line, you must submit a written request via e-mail. You may e-mail your request from the SBEC website: [www.sbec.state.tx.us](http://www.sbec.state.tx.us). From the home page select "E-mail SBEC" then select the name change option. Please provide your date of birth, previous name, and new name in your e-mail. Please note, only **FIRST** and **LAST** names in the SBEC system need to match your state-issued driver's license or state-issued ID card in order to be fingerprinted. **Please note that any name changes must occur prior** to you requesting a FAST Pass.

You will also need to set up an on-line account with SBEC, if you have not already done so. You may do this via SBEC's website at [www.sbec.state.tx.us](http://www.sbec.state.tx.us). This will be required when you are requesting your FAST pass (required for your fingerprinting appointment) and it will shorten that process if your account is set up ahead of time.

### **If you are not certified:**

No preparations are needed prior to fingerprinting.

## **How will I be notified and scheduled?**

### **If you are certified:**

The district will notify you of the fingerprinting requirement and of the 80 day timeframe to complete the fingerprinting. You will log on to SBEC on-line to receive a FAST Pass, which you will be required to print out and bring with you to your appointment. You will also be required to submit payment of **\$42.25**.

You will need to schedule a fingerprinting appointment at an [L-1 facility](#) (list of L-1 locations with toll-free phone number and website) At the time of your appointment, you will be required to pay **\$9.95** to L-1.

### **If you are not certified**

The district will notify you by email of the fingerprinting requirement and will send you a FAST Pass, which you will be required to bring with you to your appointment.

You will need to schedule a fingerprinting appointment at an [L-1 facility](#) (list of L-1 locations with toll-free phone number and website). At the time of scheduling you will be required to pay L-1 **\$50.25**.

## **What should I be prepared for on the day of my appointment?**

- In addition to having your fingerprints taken, be prepared to be photographed at the time of your fingerprinting appointment.
- Your fingerprints will be digitally scanned, not done with ink.
- Bring your FAST Pass to your appointment (FAST Pass example).
- Bring your state-issued driver's license or state-issued ID card with you to your appointment.

### **What if I do not get fingerprinted by the deadline?**

A substitute, whether or not you are certified, will not be eligible to substitute in the district if you do not comply with the state fingerprinting requirements. If you are certified and your fingerprinting results are not received back by the district by January 21, 2010 (the 80th day deadline), your SBEC certification will also be inactivated. Some substitutes may not wish to be fingerprinted for various reasons. **If you wish to resign and be removed from the district's substitute database, please send written of your intent to resign and return it to the district.**

### **What if I have more questions?**

Several resources are listed below if you have questions or need more information.

- TEA Fingerprint Customer Service line at 1-888-863-5880, option 3
- Helpful information on TEA's website related to fingerprinting can be found at: <http://www.tea.state.tx.us/fingerprinting/>
- L-1's website can be accessed at: [www.ibtfingerprint.com](http://www.ibtfingerprint.com)
- The Mansfield Substitute Department will be fielding questions internal to the district. You can reach our office at 817-299-6342 or [coucst@mansfieldisd.org](mailto:coucst@mansfieldisd.org)
- You may also contact Venetia Sneed, Coordinator of Personnel Services at [sneedv@mansfieldisd.org](mailto:sneedv@mansfieldisd.org)