

PARA PROFESSIONAL CERTIFICATION INFORMATION

As stated in the State Board for Educator Certification (SBEC):

(a) A person may not be employed as a teacher, teacher intern or teacher trainee, librarian, educational aide, administrator, or counselor by a school district unless the person holds an appropriate certificate or permit issued as provided by Subchapter B. § 21.003. Certification Required. Texas Education Code

Part of this certification process includes a nation-wide criminal background check through a fingerprint search. There will be a fee for both the certification and background check. You will have the choice to use Identix (see form attached) or you will receive a fingerprint kit in the mail once you have paid. You must have a certified fingerprint expert help you with this. Area police stations are available but may charge a fee.

After Lewisville ISD has entered your basic profile information you will be able to set up an online account. To apply for your certification and information regarding the fingerprint background check you must go to the following website:

www.sbec.state.tx.us

Then click on “SBEC on-line for educators” then “New User? Create New Account”. You are applying for an **Educational** Aide certification. For questions regarding this website, please call SBEC at:

1-888-863-5880.

Once you have returned your fingerprints to SBEC and the application has been recommend by LISD the Educational Aide Certificate will be issued.

The LISD contact is **Christy Whaylen** at:

email: whaylenc@lisd.net

Or call **469-948-8042**

You must begin this process no later than fourteen (14) days after your first day of employment. Failure to comply could result in reduction in your pay.

The Department of Public Safety (DPS) has entered into a contract with a private vendor (IBT / Identix) to provide a digital fingerprinting service to individuals requiring fingerprinting for state licensing purposes in Texas. This includes applicants for educator credentials. The program is known as Fingerprint Applicant Services of Texas (FAST) and was implemented statewide in Spring 2006. We are very encouraged by this and wish to seek your help in encouraging applicants to use this service.

Since October 1, 2003 new applicants for educator credentials have been required to submit fingerprints to the State Board for Educator Certification (SBEC) so that a national criminal background check can be conducted by the FBI. The vast majority of these fingerprints have been in the form of the conventional inked and rolled method, that are routed to and the FBI through SBEC. There have been many problems associated with this process that center around the quality of the prints obtained by this method (a rejection rate for quality of 25%) and cards being lost in the mail. These delays have caused numerous problems for all parties involved. It is our belief that by utilizing the DPS' contractor (Identix), the fingerprint process will vastly improve, resulting in a much shorter amount of time required for an applicant to complete the fingerprint process.

A few facts about the process:

- SBEC cannot require that an applicant use the DPS vendor, but strongly encourages them to do so.
- This service will only be available to those educators who began the application process after 5:00 PM on June 7, 2006, those in the system prior to that date will be required to complete the conventional process.
- SBEC will require all applicants that choose to use the vendor to pay their fingerprinting fees (\$42.25) online.
- The applicant will be required to pay their fingerprint fees (online) prior to being able to use the vendor's digital services.
- The applicant will receive an email from SBEC that will contain a document (FAST pass) that will allow them to use the vendor's digital services.
- The applicant will be required to make an appointment with the vendor and present the document (FAST pass) at their fingerprint appointment.
- Applicants will be required to pay the vendor a fee of \$9.95 for the fingerprinting service.
- The rejection rate guaranteed by the vendor is 2% as opposed to the 25% rejection rate for inked and rolled prints.
- The average turn around time for completion of the digital fingerprint process is 48 hours as compared to the average turnaround time of two to four weeks currently being experienced by the Fingerprint Division for inked and rolled fingerprints.

The service will be offered at 24 sites statewide with additional sites anticipated. For a list of current sites go to: <http://www.l1id.com>.