

FAQs about Fingerprinting Substitutes

1. **Why do I have to be fingerprinted?**

Senate Bill 9 requires that all certified employees and substitutes, who are actively employed, undergo a national criminal history record information review by TEA/SBEC through the fingerprinting process. This bill also requires the fingerprinting of all non-certified individuals who are offered employment after January 1, 2008.

2. **How do I find out if I need to be fingerprinted?**

All Certified and Non-Certified substitutes that have not previously been fingerprinted will have to submit prints. Midlothian ISD will receive notification from TEA/SBEC regarding which substitutes need to be fingerprinted. Substitutes required to be fingerprinted will be notified by mail.

IF YOU HAVE ALREADY BEEN FINGERPRINTED THROUGH TEA/SBEC, YOU DO NOT HAVE TO BE FINGERPRINTED AGAIN.

3. **When can I be fingerprinted?**

After you have received your FAST PASS.

CERTIFIED SUBSTITUTES

Certified Substitutes will be mailed instructions on how to access the FAST PASS via the SBEC website. The instructions will be mailed out between July 14 – 24, 2009.

NON-CERTIFIED SUBSTITUTES

Non-Certified Substitutes will be mailed a FAST PASS. The FAST PASS will be mailed out between July 14 – 24, 2009.

Substitutes are responsible for scheduling their appointments with L-1 Enrollment Services by calling 888-467-2080 or by scheduling on their website at <http://www.ibtfingerprint.com/>.

4. **Where do I go to get fingerprinted?**

L-1 Locations:

Waxahachie, TX. (201 East Main Street, Suite 201) [Map (opens new browser)] M - Th 9-5, F 9-12

For additional locations, please click on the following link:

<http://ibtfingerprint.com/locations/?st=tx>

5. **How much is the fingerprinting fee?**

CERTIFIED SUBSTITUTES

Certified substitutes will be responsible for paying the fingerprint fees totaling \$52.20. You will be required to pay the fee of \$42.25 with a credit card at the time of obtaining your FAST PASS via the SBEC website at www.sbec.state.tx.us. An additional \$2.00 is accessed by SBEC Online as a result of the credit card transaction. When you go to your scheduled fingerprinting appointment, you will be required to pay \$9.95 to the vendor. **The vendor will only accept a money order, cashier's check, or personal check payable to "L-1 Enrollment Services" (no cash).**

NON-CERTIFIED SUBSTITUTES

Non-certified substitutes will be responsible for paying the fingerprint fees totaling \$50.20. You will pay this fee at the time of your appointment to L-1 Enrollment Services. **The vendor will only accept a money order, cashier's check, or personal check payable to "L-1 Enrollment Services" (no cash).**

6. **What documentation is needed to be fingerprinted?**

FAST PASS (answer all questions on your FAST PASS before your appointment), valid photo ID, (Texas issued ID or driver's license, military ID or out of state driver's license). If you have an out of state driver's license you will need another form of identification, i.e. social

security card, birth certificate, valid passport, or voter registration card.)

7. What is a FAST PASS?

CERTIFIED SUBSTITUTES

Certified substitutes will be mailed instructions on how to obtain their FAST PASS. The FAST PASS is your “ticket” to be fingerprinted. The FAST PASS must be accessed at least **24 hours in advance** of your scheduled fingerprinting appointment and will be emailed to you once you have logged on to SBEC Online and followed the steps indicated in the instructions mailed to you. You **must take** the FAST PASS and a valid photo ID, (Texas issued ID or driver’s license, military ID or out of state driver’s license) to your scheduled fingerprinting appointment. **If you have an out of state driver’s license, you will need another form of identification, i.e. social security card, birth certificate, valid passport, or voter registration card.)**

Substitutes are responsible for scheduling their appointments with L-1 Enrollment Services by calling 888-467-2080 or by scheduling on their website at <http://www.ibtfingerprint.com/>.

NON-CERTIFIED SUBSTITUTES

Non-certified substitutes will receive their FAST PASS in the mail. The FAST PASS is your “ticket” to be fingerprinted. You **must take** the FAST PASS and a valid photo ID, (Texas issued ID or driver’s license, military ID or out of state driver’s license) to your scheduled fingerprinting appointment. **If you have an out of state driver’s license, you will need another form of identification, i.e. social security card, birth certificate, valid passport, or voter registration card.)**

Substitutes are responsible for scheduling their appointments with L-1 Enrollment Services by calling 888-467-2080 or by scheduling on their website at <http://www.ibtfingerprint.com/>.

8. What if I don't know my username and password for the SBEC website?

CERTIFIED SUBSTITUTES

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. Click 'Continue'. If the system displays a username and password, write it down and keep it for future reference and click continue, view & update your educator profile. If you receive a message indicating 'User data not found', this means you have never set up an account and you must click on 'Home' in the upper right hand corner of the screen to return to the home page to set up an account by following the directions in the next bullet.

If you do not have a username and password or 'User data not found' was displayed you will need to click on 'New User'. Fill out the information asked of you and select 'Previously certified' then search. Your educator profile will come up. You will need to fill out all the information and at the bottom select continue. The next page is where you will create a 'username and password.' Please note that your username/password must be at least 8 characters long. Once you have set up your username and password, you continue and then 'Log out'.

9. Why do the FIRST and LAST name on the SBEC certificate have to match the FIRST and LAST name on the driver's license?

CERTIFIED SUBSTITUTES

If your first and last names on your Texas Driver's License or Texas State ID do not match with your certificate, you will not be able to complete the fingerprinting process.

How to make a name change on an SBEC certificate

1. Go to the SBEC website, www.sbec.state.tx.us.
 2. 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. Please provide your date of birth, previous name, and new name in your email.
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10. **What happens if I don't get fingerprinted?**
Your certificate will be made **INACTIVE** by SBEC and you will not be able to work in any role that requires certification nor will you be allowed to work as a substitute.

 11. **Who do I contact at MISD if I have a question regarding fingerprinting?**
Please contact Lisa Garrison/Technology Secretary at 972-775-8296.