



# Midlothian

## Independent School District

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**To:** Midlothian ISD Substitutes  
**From:** Office of Superintendent  
**Date:** June 4, 2009

The 80<sup>th</sup> Legislative Session authorized Senate Bill 9 which expands the criminal history review by the State Board for Educator Certification (SBEC).

Midlothian ISD has been notified by TEA that the fingerprinting process for certified employees and all substitutes will begin on **July 14, 2009**. Certified employees and all substitutes who have not been previously printed through SBEC will be subject to this requirement.

### IMPORTANT ACTION REQUIRED

#### CERTIFIED SUBSTITUTES

It is critical that the **FIRST** and **LAST** name on your certificate match the **FIRST** and **LAST** name on your current (valid and active) driver's license or state issued ID card. This change must occur prior to accessing your Fast Fingerprint Pass. The name change normally takes 72 hours for the information to be updated on the SBEC website so please complete the changes as soon as possible. If the names do not match, the fingerprinting process cannot be completed.

You may request a name change from the SBEC home page. ([www.sbec.state.tx.us](http://www.sbec.state.tx.us).) From the home page select "Email SBEC" then 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". Please provide your date of birth, previous name, and new name in your email. There is no charge to request a name change, but if you wish to receive a duplicate of your certificate reflecting the name change, an online application and \$47.00 is required.

**Please note, ONLY the FIRST and LAST names in the SBEC Online system need to match your state issued driver's license or state issued ID card in order to be fingerprinted.**

### OBTAINING THE FAST FINGERPRINTING PASS

Midlothian ISD will upload information on all active substitutes to the State Board for Educator Certification (SBEC). They, in turn, will send the district an email notifying us which substitutes need to be fingerprinted. Substitutes that are required to be fingerprinted will be notified by mail. If you have already been fingerprinted through SBEC, you will not have to be fingerprinted again.

#### 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/>.

## PAYMENT FOR FINGERPRINTING

### 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](http://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).**

## REJECTED FINGERPRINTS

Some fingerprints will be rejected by the FBI due to poor quality. If your fingerprints are rejected, you will receive an email with information on the rejection and the need to reprint. The district will receive the same notification. You are still subject to the 80-day window and should make arrangements to be reprinted by calling the IBT (L1) scheduling center at 888-467-2080 immediately to request an appointment for resubmission of fingerprints. Reprinting cannot be scheduled online. You will not be charged for reprints due to a rejection.

## 80-DAY TIME LIMIT

The district will get notification from the State Board for Educator Certification on July 14, 2009 to proceed with the upload. The 80-day timeline established by TEA will start when the district uploads the substitute information. The district will upload substitute information on **July 14, 2009**, which means, the substitute has **80 calendar days** to have their fingerprints taken and for TEA to receive results of this printing.

If fingerprinting results are not received for any substitute within the allotted 80-day timeline established by TEA, you will **NOT** be able to substitute for any school district until this has been completed. For certified substitutes (anyone holding a certificate), your certificate will be rendered **INACTIVE** until the process is completed. MISD will receive an email list of all certified substitutes whose certificates have become **INACTIVE**.

## QUESTIONS

If you have any questions, please contact Lisa Garrison at 972-775-8296, extension 1015. Additional information will be available soon on the Midlothian ISD website at [www.midlothian-isd.net/hr](http://www.midlothian-isd.net/hr).

Sincerely,



J. D. Kennedy, Ed.D.  
Superintendent of Schools