

# SULPHUR SPRINGS ISD

## Fingerprinting FAQ's

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

All certified employees, whether the SBEC certificate is applicable to their current position or not, are required to complete the fingerprinting process. This includes but is not limited to: administrators, counselors, teachers, paraprofessionals, clerical staff that hold certificates, and retired teachers who may serve as bus drivers.

**Who is exempt from participating?** Non-certified employees and certified employees who were fingerprinted when they originally obtained their educator certificate from TEA/SBEC.

### **Who is required to pay for fingerprints?**

All certified employees that were employed in a Texas school district by October 1, 2006, will be funded by the state. There will be no payment required to obtain the FAST Pass and no payment to the vendor at the time the fingerprints are completed.

Anyone employed after that date, for which fingerprints are required, must pay for their fingerprints.

### **What is the cost for fingerprints?**

The total cost for certified educators is \$52.20. You must obtain a FAST Pass, online through the TEA web site, and charge the fee to a credit card - \$42.25. When you go to your scheduled appointment, you will be required to pay \$9.95 to the vendor (**the payment must be in the form of a personal check, money order or cashier's check made payable to "IBT", no cash and no credit cards**). There is an additional \$2.00 charge by Texas Online as a result of the credit card transaction.

### **What identification do I need when I am fingerprinted?**

You will need to bring your driver's license or state issued ID. If you do not have a driver's license, but you have a military ID, you may use the military ID. If you have an out of state driver's license, you must have a second form of identification such as a Social Security card, birth certificate, valid passport or a voter registration card. Your first and last name on your SBEC certificate **must** be the same as your first and last name on your identification.

### **If my first and last name on my certificate does not match my identification, how do I change my name on my certificate?**

To update your name in the TEA database and have the change reflected on your virtual certificate online, you must submit a written request, via e-mail, fax or post. You may email your request from our website, [www.tea.state.tx.us](http://www.tea.state.tx.us). From the left menu, click on "Educator Certification", then "Contact Educator Certification", then "Email TEA Educator Certification and Standards", or fax your request to 512-936-8277. Include your Social Security number or TEA ID number, your name as it is currently listed, and your name exactly the way you would like it to appear in our system. If any other information has changed—mailing address, e-mail address, phone number, etc.—please, log into your SBEC account (or create an SBEC account) and update this information.

If you do not have a login, create a new user profile by following the instructions on the screen.

### **Can I change my name again on my certificate after fingerprinting?**

Yes, you may change your name on your certificate after you have been fingerprinted.

### **What do I do if my fingerprints are rejected?**

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. You are still subject to the 80-day window and should make arrangements to be re-printed by calling IBT (L1) scheduling center at 888-467-2080 immediately to request an appointment for resubmission of fingerprints. You will not be charged for reprints due to a rejection.

### **How long does it take for a name change to appear on my certificate?**

It takes about 72 hours for the name change to be reflected on your certificate.

**I've been fingerprinted before, do I have to fingerprint again?**

If you were fingerprinted by another district that has already been through this process with the state or you fingerprinted with SBEC previously you will not have to be fingerprinted again. SBEC has stated that all individuals fingerprinted after January 1, 2008, will NOT have to be fingerprinted. SBEC stated that previous SBEC fingerprints may be utilized but the only way to be certain is to check with your campus contact to see if you are on the list to be fingerprinted.

**What do I take with me for my appointment?**

You must take the FAST Pass and a valid photo ID (state issued ID or driver's license) with you to your fingerprinting appointment.

A valid photo ID is a driver's license or state issued ID. If you do not have a driver's license, but you have a military ID, you may use the military ID. If you have an out of state driver's license, you must have a second form of identification such as a Social Security card, voter registration card, valid passport or birth certificate. Your first and last name on your SBEC certificate **must** be the same as your first and last name on your identification.

**How long does it take for the District to receive information after I have been fingerprinted?**

The current estimate is 4 days.

**What will happen if I don't have my fingerprints completed in the 80-day window?**

If SBEC does not receive your fingerprint results within the 80 day window, your certificate will be **INACTIVATED**. An inactive status means that you cannot work in any role that requires certification.

**Employees with inactive certificates will be suspended without pay due to failure to maintain teacher certification.**

**How will I know if I am to pay for fingerprints or if the state will pay?**

Your FAST Pass will display your name and identification number called an "SB" number. If your number begins with "SB-SP..." you will not have to pay for the FAST pass.

**What is the SB number and what does it mean?**

The SB number will signify whether or not you have to pay for your fingerprints. If your number begins with "SB-SP..." you **will not** have to pay for the FAST Pass. If your number begins with "SB-SN..." you **will** have to pay for the FAST Pass online with a credit card and you will also have to pay the fee to the vendor (\$9.95 by money order or cashier's check made payable to "IBT").

**What do I do if I lose my FAST pass?**

You must contact TEA by phone or email to have your FAST pass resent.

Phone : 512-936-8400 option #3