

## **Frequently Asked Questions Regarding the State Mandated Fingerprinting Process**

1. Who has to be fingerprinted?

All certified educators with an active or inactive certificate issued by SBEC.  
All paraprofessionals who have held or who currently hold an instructional aide certificate.  
All substitute teachers and substitute paraprofessionals.  
All non-certified employees hired after January 1, 2008.  
All contract employees with direct student contact hired after January 1, 2008.

2. What are my responsibilities for fingerprinting?

You are required to ensure that your first and last name match on your driver's license, the SBEC Educator Profile, and our HR/Payroll database.

You are required to print the FAST pass once SBEC emails it to you and have it and your driver's license available during your fingerprinting appointment.

3. How do I update my information on the SBEC Educator Profile?

You will visit the web site at [www.sbec.state.tx.us](http://www.sbec.state.tx.us). Please see the SBEC Profile Access Instruction sheet for further information.

4. What if I have already been fingerprinted, either in Texas or out of state?

If you have been fingerprinted by SBEC since 2003 you will not be required to be fingerprinted again unless your prints were not digitally performed. SBEC may then require fingerprinting.

If you were fingerprinted out of state you will be required to be fingerprinted.

5. Do I have to pay for the fingerprinting?

Fingerprinting services for certified employees who were employed by a Texas school district or charter school in 2006-2007 will be paid for by the state. Those not employed by a Texas school district or charter school in 2006-2007 will be required to pay. All substitutes will be required to pay.

6. What is the cost of fingerprinting?

For those that must pay, when you register for your FAST pass on the SBEC web site you will be required to pay \$42.25. **When the fingerprints are performed, you will be required to pay \$9.95 (by check or money order only, no cash).** The total cost for fingerprinting services is \$52.20.

7. What are the consequences of not being fingerprinted?

If you are a certified instructional educator, your certificate will become inactive and you will not be allowed to continue in the classroom until it becomes active. Failure to comply with the law could result in adverse employment action.

8. Where will I have to go to be fingerprinted?

Mobile units will be available at campus sites for pre-scheduled fingerprinting appointments. Further details will be provided at a later date.

9. I'm on the SBEC web site, but I can't find the Educator Profile?

Click on change address. Your profile will appear on the screen.

10. What if I don't have a Texas driver's license?

A valid state issued ID may be used in place of a Texas driver's license as well as valid out-of-state driver licenses or state issued IDs.

11. I'm on medical leave. Do I still have to be fingerprinted?

Yes. You may not go on your campus to be fingerprinted if you are on leave. You must go to an alternate L-1 Identity Solutions site. These locations can be found when you access your SBEC account or you may call the KISD HR office for more information.