

Date: May 15, 2009  
To: BISD Employees  
From: Erasmo Rodriguez, Deputy Superintendent  
Subject: Information on Senate Bill 9 (Fingerprinting Bill)

**IMPORTANT  
READ CAREFULLY**

Beeville I.S.D. has been notified by the Texas Education Agency that fingerprinting for the District will begin July 29, 2009. **All certified employees and part-time employees selected by the Texas Education Agency for fingerprinting, whether the certificate is applicable to their current position or not, are required to complete the fingerprinting process.**

### **Email Addresses**

The district will provide TEA with your district email address. Initial information and notification from SBEC in regards to the 80-day fingerprinting window and how to obtain the required FAST Pass will be sent to your district e-mail address.

### **Scheduling of Fingerprinting**

After July 15, you will receive an e-mail from Jan Kidd notifying you that the appointments have been posted on the Beeville ISD website. If you are unable to meet the scheduled time, you will have to travel to another location, to complete the process. The appointments for fingerprinting will be scheduled between July 29 and August 6, 2009. The mobile unit will be available at the BISD administrative office on your scheduled date.

### **Obtaining the FAST Fingerprint Pass**

You must obtain a FAST Fingerprint Pass (FAST Pass) **at least 24 hours prior to your scheduled fingerprint appointment.** (Note: **Obtaining a pass the night before your scheduled appointment is NOT 24 hours.**) *You cannot obtain the FAST Pass until you receive your email from the state with instructions on how to obtain the pass.*

**Each certified employee that requires fingerprinting must log on to SBEC Online and access his or her own FAST Pass.** The FAST pass will display your name and an identification number called an “SB” number. The SB number is unique to each person. 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.**

The FAST Pass will be emailed to you via your e-mail address in your SBEC account. You are required to print 2 copies of your FAST Pass. One copy must be submitted to the Human Resources Department and the other is to be kept in your possession. You must take the FAST Pass, a valid Texas driver’s license, or a valid out of state driver’s license with additional identification such as a passport or a birth certificate to your scheduled appointment. If you lose your FAST Pass, please contact Jan Kidd in the Human Resources Department.

## **SBEC Email Addresses**

It is recommended that certified employees use their school district address on the SBEC website to ensure that they receive correspondence from SBEC. We are required to provide SBEC with email addresses through a data upload. They will use this address to communicate with the employee if they require fingerprinting. However they will be sending the FAST Pass required for the fingerprinting process via the email recorded on the SBEC website. The District recommends the SBEC website also have the employee's school district email address to ensure that they receive their FAST Pass and to be able to troubleshoot for those employees having difficulties with email. If employees use their personal email address, the district will only be able to assist if FAST Pass problems arise.

There is a timeline of 80 days for the employees to complete the fingerprinting process. If they do not complete this process in a timely manner, they will lose their certification and may jeopardize their employment with Beeville ISD.

## **Payment for FAST Pass**

There are two categories outlined below for payment for the FAST Pass. Some employees will be required to pay a fee of \$50.20 (in two parts) depending on the regulations set in place by the State Board of Education Certification (SBEC). Below is an outline of both payment categories. Every employee requiring fingerprinting will fall into one of the categories below:

### **No Fee Required**

Fingerprinting fees for all certified employees that were employed on a **full-time** basis with a school district during the 2006-2007 school year 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.

### **Fee Required**

Certified employees required to pay for fingerprints will be charged an online fee of \$42.25 to obtain their FAST Pass. **Only credit card payments will be accepted.** When employees report to their scheduled appointment, they 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 "IBT" (no cash).**

## **Fingerprinting Process**

After verification of name and address with SBEC, the Human Resources Department will work with the TEA approved vendor to schedule the fingerprinting at the district office, 2400 N. St. Mary's Street. Once the schedule has been completed, it will be available online at the Beeville ISD website.

## **Here are the steps once the schedule is released:**

1. Each certified employee will be sent an email from SBEC to the email address in your SBEC account that will include an 80-day notice and how to obtain the FAST Pass.
2. The email will come from a source called "Itsbatch" and will have "AutoEmail: SB9 Fingerprinting information (Individual)..." in the subject line.
3. The email will advise you of the steps required to log on to SBEC Online to receive the FAST Pass.

4. Remember, you **must access the FAST Pass at least 24 hours in advance** of your scheduled fingerprint appointment.
5. The FAST Pass will be emailed back to you and will have your name and identification number.
6. You must take the FAST Pass and a valid photo ID (Texas issued ID or driver's license, military ID if you don't have a Texas license, or a valid out of state license with you to your appointment. (If you have a driver's license from a state other than Texas, you will need a valid license and your birth certificate or passport.)
7. You will also have your picture taken at your appointment.
8. If you miss your scheduled appointment, you will need to notify Jan Kidd in the Human Resource Department.

### **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 re-printed by calling the 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.

### **80-Day Time Limit**

You must complete your fingerprints and have the results back within 80 days of the District's notification from the State Board for Educator Certification (SBEC).

The first day of the 80-day timeline is Wednesday, July 1, 2009 for employees requiring fingerprinting. If SBEC does not receive your fingerprint results within the 80 day window, your certificate status will be changed to **INACTIVE**. An inactive status means that you **cannot** work in any role that requires SBEC certification. **Employees whose positions require SBEC certification and whose certificates have been inactivated by the Texas Education Agency (TEA) and the State Board for Educator Certification (SBEC) will be suspended without pay.**

### **Questions**

If you have questions you may contact your campus principal or Jan Kidd in the Human Resources Department.