Texas Education Agency

PROCESS FOR USING THE REGISTRY OF PERSONS INELIGIBLE FOR EMPLOYMENT IN PUBLIC SCHOOLS –

FOR SCHOOL DISTRICT, CHARTER SCHOOL AND PRIVATE SCHOOL ENTITY USERS

(INCLUDES TEAL ACCOUNT SETUP FOR NEW USERS)

Version 1.0

January 2, 2020

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RELEVANT STATUTES

The 86th Legislative Session in 2019 passed House Bill 3, which was passed to further protect the safety and welfare of Texas students by:

- requiring schools to report certain allegations of misconduct against non-certified employees and,

- creating a registry of individuals who are not eligible for hire in a Texas public school based on misconduct or criminal history.

In Statute: Registry of persons not eligible for employment in public schools - TEC §22.092 as created by HB 3

GLOSSARY OF TERMS

REGISTRY

- **Do Not Hire Registry** – An online list of individuals who are not eligible for employment in a Texas public school based on misconduct or criminal history.

- **Not Eligible for Hire** - An individual who is not eligible for employment in a public school and may not be hired in any role based on misconduct or criminal history.

- **Under Investigation**- Pursuant to TEC §22.094, an individual that is currently under investigation by the TEA Educator Investigations Division. This notation means that an allegation of misconduct is currently being investigated by TEA, and the individual's employability status has not been determined.

INVESTIGATIONS OF CERTIFIED EDUCATORS

- **Investigation Warning** (on the Virtual Certificate)- A notation placed on an educator's certification when an allegation of misconduct is currently being investigated by TEA staff. A certificate with this notation remains valid because no formal determination has been made. The investigation Warning notation will appear on the educator online certification record with the following message: *Note: This individual is currently under review by the TEA Educator Investigations Division.*

- **Revoked -** A sanction placed on an educator's certificate which renders the certification invalid as a result of disciplinary action by the SBEC.

- **Permanently Revoked** - A sanction placed on an educator's certificate which renders the certification permanently invalid without the opportunity to reapply for a new certificate.

- **Voluntary Surrender -** An educator's voluntary relinquishment of a certificate, in lieu of disciplinary proceedings, which renders the certificate permanently invalid.

- **Suspended -** A sanction placed on an educator's certificate as a result of disciplinary action by the SBEC which renders the certification invalid for a specific period of time, or until reinstated by the board.

- **Reprimand –** A formal public censure by the State Board for Educator Certification which appears on the face of an educator's certification. A reprimand does not affect the validity of the educator's certificate.

- **Restricted –** A notation placed on an educator's certification which imposes limitations on the use of the certificate, as imposed by an SBEC order.

- **Denied -** Refers to a credential that was not issued because the applicant was determined to be ineligible for certification based on non-completion of requirements, of was otherwise denied pursuant to 19 Texas Administrative Code §249.12.

- **Cancelled –** Action taken by TEA staff or the Board to invalidate a certificate that was issued in error.

- **Administrative Penalty –** An imposed monetary penalty by the SBEC against a superintendent, director, or principal for failure to report as required under §249.14(c). This action is pursuant to 19 Texas Administrative Code §249.15(a)(6).

USEFUL LINKS

- **TEAL Login**   https://tealprod.tea.state.tx.us/TSP/TEASecurePortal/Access/LogonServlet

- **DPS secure site**   https://secure.txdps.state.tx.us/DpsWebsite/Login.aspx

- **Fingerprinting and Do Not Hire Registry Help Desk**

  https://txeduagency.zendesk.com/hc/en-us/categories/115001620168-Fingerprinting-

TEAL ORGANIZATION APPROVER SETUP

(for entities that do not currently have access to TEAL)

The Texas Education Agency Login (TEAL) is a login portal for many TEA applications, including the Registry of Persons Not Eligible for Employment (Do Not Hire), and the Misconduct Reporting Portal. TEAL protects access to student records, educator records, school financial data, and other information that must be kept secure from unauthorized access.

An Organization Approver has the responsibility for reviewing and approving requests for access to Registry of Persons Not Eligible for Employment (Do Not Hire), as well as the Misconduct Reporting Portal. **Before requesting setup as an Organization Approver in TEAL, please be certain you have Legal Authority granted by your institution to approve access to this data.**

There are several levels of Organization Approver status:

Primary Approvers have the primary responsibility for approving requests for an organization. Only one Primary Approver can be designated per organization. For private schools, the Legal Authority is the Primary Organization Approver and must be listed as the Principal in the TEPSAC online directory at http://www.tepsac.org/

Alternate Approvers must be designated by the school's Legal Authority, and documentation verifying this designation must be submitted to TEA. The Alternate Approver is a designee that is given authority to approve requests for TEAL applications for the organization. For further details on the documentation required for the Alternate Approver, please submit a help desk ticket: https://helpdesk.tea.texas.gov/hc/en-us/categories/115001620168-Fingerprinting-Do-Not-Hire-Registry

When requesting Organization Approver authority, a user must have first successfully requested and set up a TEAL account. Be aware that changing the temporary password to a permanent password and selecting the security challenge questions are only the first steps in successfully setting up a TEAL account.

SETTING UP A NEW TEAL ACCOUNT

- In order to set up a new TEAL login account, go to https://tealprod.tea.state.tx.us/ or visit the TEA Website at www.tea.texas.gov and click, TEAL LOGIN at the top of the main page.

- Click **Request New User Account**. *(See Figure 1.0)*

Figure 1.0

- Complete the online form. Select **District, Charter, ESC, Private School Staff** as the Organization Type.

- Click **Submit**. Check your email for account login information which will arrive within 45 minutes of account setup. If you do not see find this information in your inbox, check your Spam/Junk/Clutter folders.

LOGGING IN TO A NEW TEAL ACCOUNT

- Go to the TEAL login page at https://tealprod.tea.state.tx.us/ and enter the username sent in the new account email notification. Remember to enter the dot between your first and last names.

- Enter the password from the temporary password email notification. Enter it exactly as it appears in the message; it is best to copy and paste the password from the message. The system displays a **Set Password** screen. Enter the temporary password in the **Current Password** field.

- Enter a new password of your own choosing that meets the password guidelines displayed on the screen, including:

  - At least one letter
  - At least one number
  - At least one special character

  - (For security reasons, the system tracks your previous passwords and will not accept a new password based on a previous one.)

- Click **Submit**.

- The system prompts you to agree to the assurance statement. Click **I Agree** after reading the statement (or click "Cancel" to leave the system).

- The system prompts you to select and set up three security questions. These questions are used to verify your identity if you need to reset your password in the future.

- Once you have access to TEAL, you may request Primary Approver Status.

REQUESTING PRIMARY APPROVER STATUS

- Log into your TEAL account with your username and password.

- Once logged in, click **Edit My User Information.** *(See Figure 1.1)*
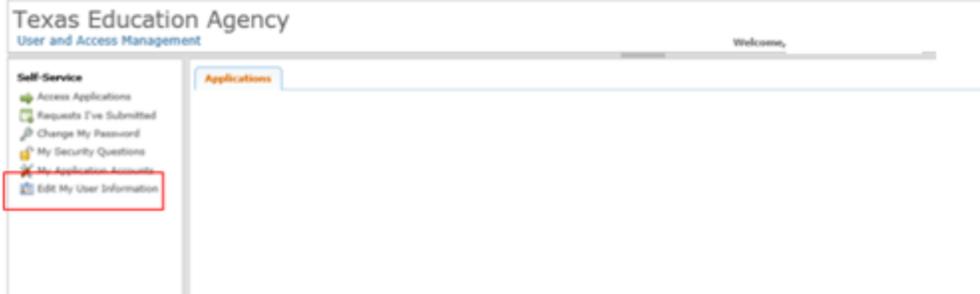
Figure 1-1

- Click on **Manage Approver Status**. *(See Figure 1.2)*

Figure 1.2

- Click on **Request Approver Status**. *(See Figure 1.3)*

Figure 1.3

- For Approver Type, select **Primary Approver** as the level of Approver Authority. Enter the Organization name. Select your organization and click the **Add** button. *(See Figure 1.4)*
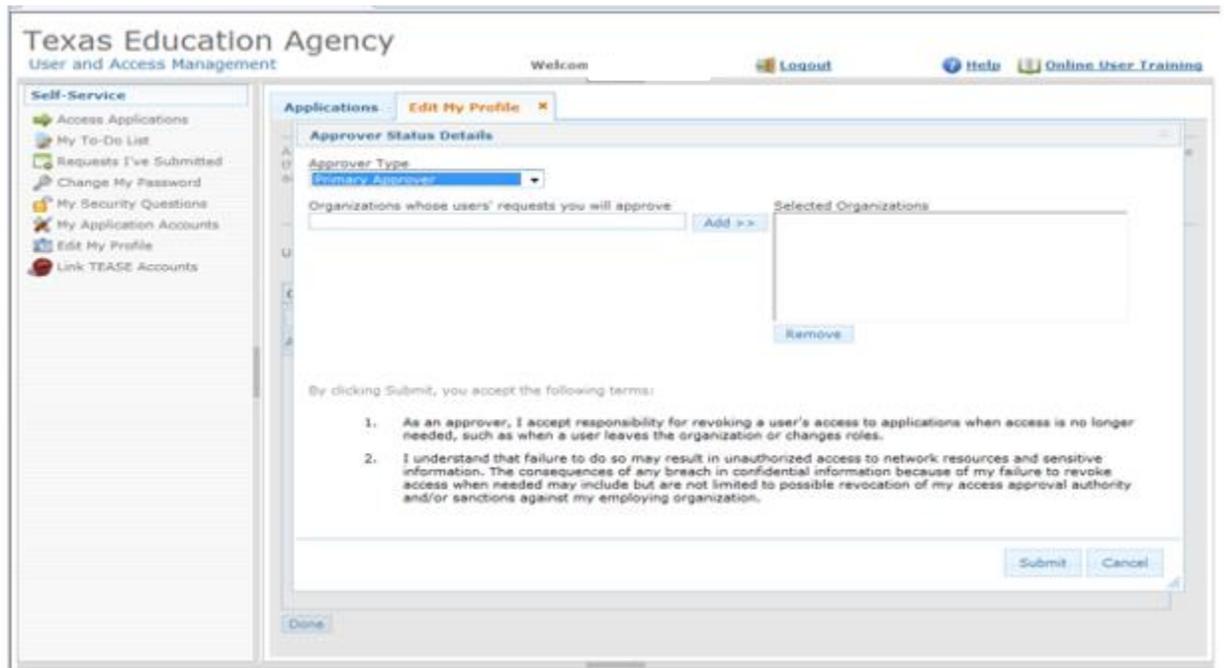
Figure 1.4

- Once the correct organization has been selected, read the disclaimer and click **Submit**. The TEA approval usually takes one to three days to be completed. A TEAL system email will be sent when TEA has approved the request.

ADDING REGISTRY ACCESS TO AN EXISTING TEAL ACCOUNT

- Log into your TEAL account at https://tealprod.tea.state.tx.us/ using your username and password.
- Click on **My Application Accounts** in the Self-Service Menu. *(See Figure 1.5)*
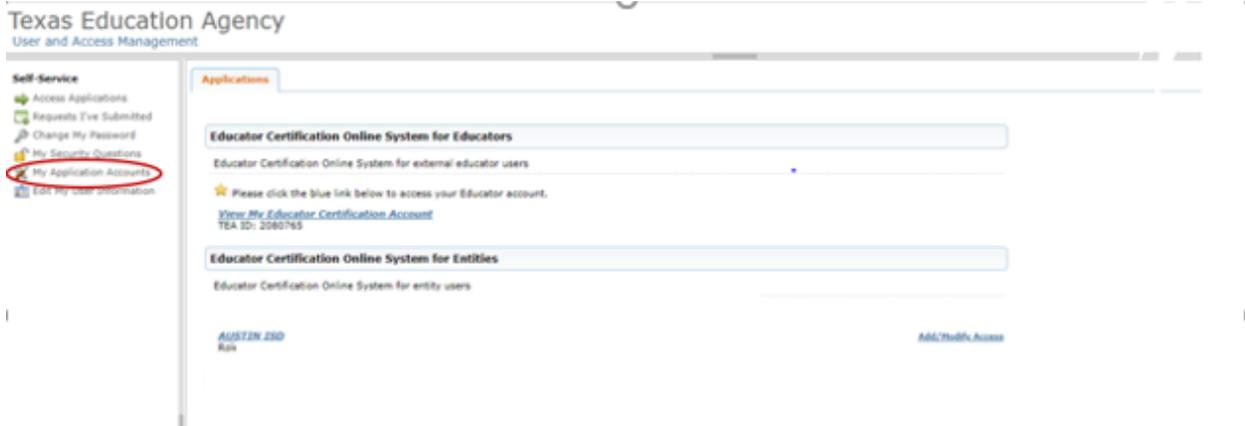
Figure 1.5

- Click on **Request New Account**. *(See Figure 1.6)*
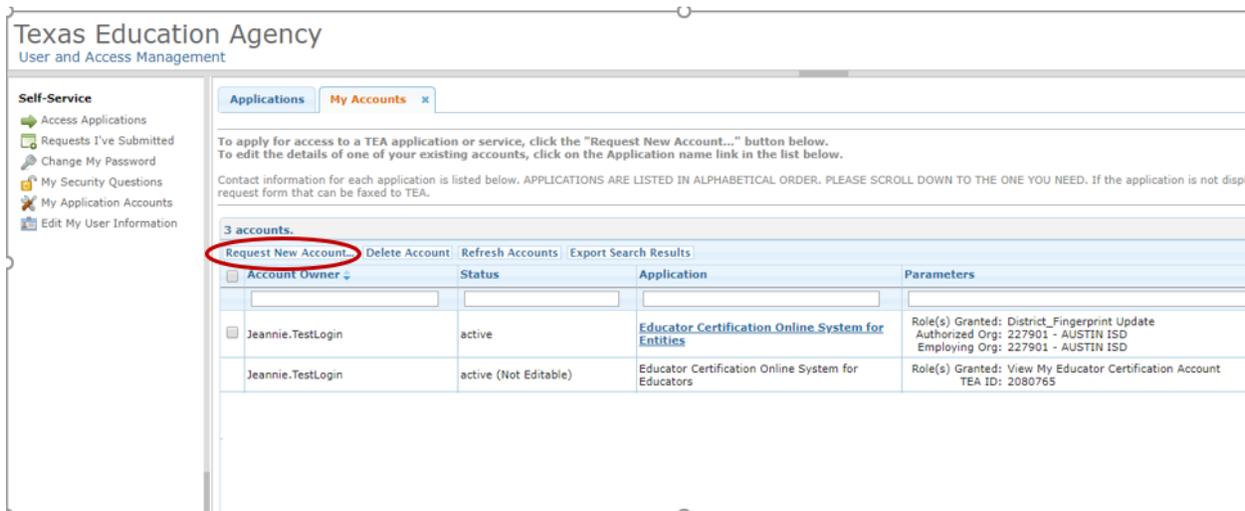
Figure 1.6

- Click on **DNHRegistry**. *(See Figure 1.7)*
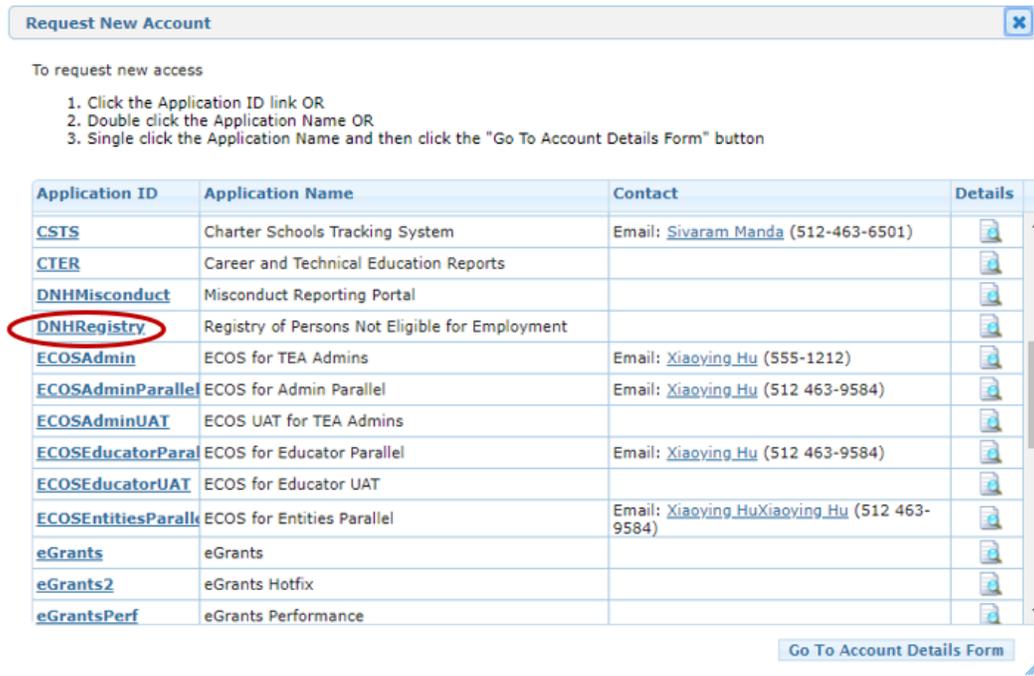
Figure 1.7

- Click on **Add Access**. *(See Figure 1.8)*
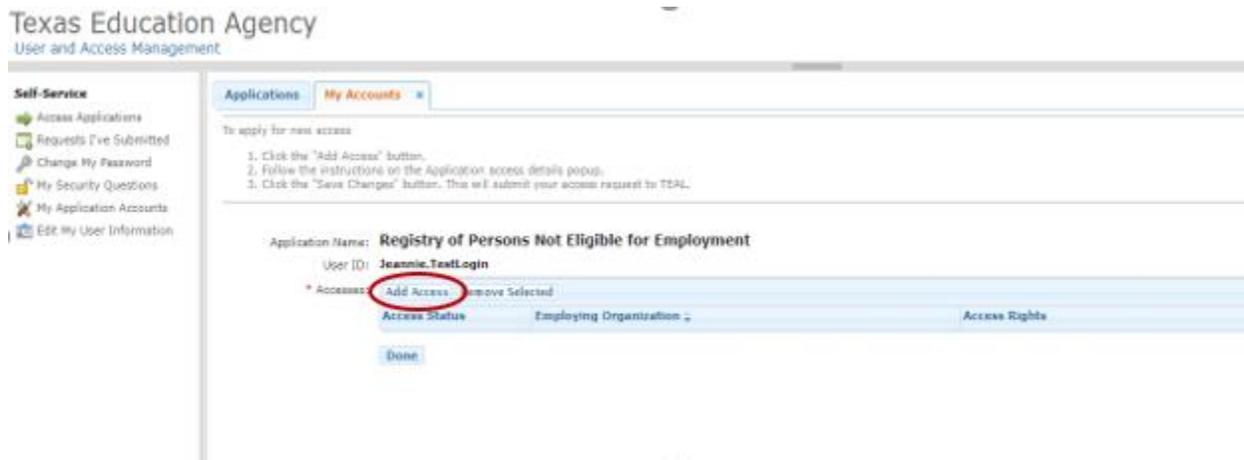
Figure 1.8

- Enter the **Employing Organization** name or county/district number. Select your organization. Check the **Entity** box under Roles & Parameters. Enter the **Authorizing Organization** again under the Entity drop down box. Click **Done.** *(See Figures 1.9 and 2.0)*

Figure 1.9

Figure 2.0

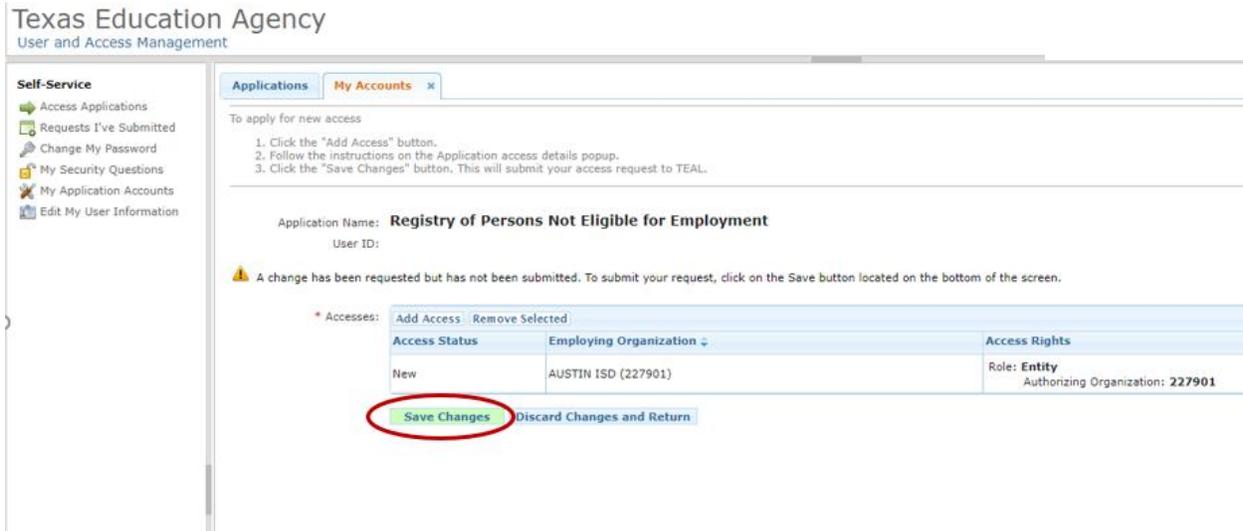- Click **Save Changes**. *(See Figure 2.1)*

Figure 2.1

- The screen will display a message that the request was successfully submitted. Access will need to be approved by the Primary or Alternate approver of the district, and then by TEA staff. *(See Figure 2.2)*
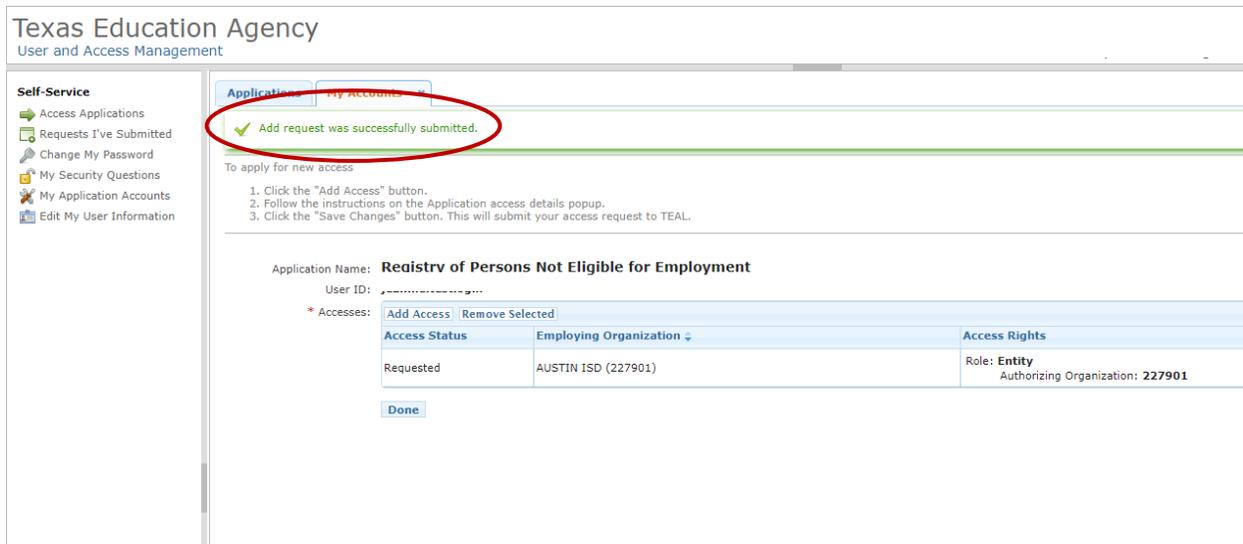

Figure 2.2

LOGGING IN TO THE REGISTRY THROUGH TEAL

- The Registry should be used with Google Chrome as the web browser.
- Log into your TEAL account at https://tealprod.tea.state.tx.us/ using your username and password.
- On the TEAL User and Access Management page, click on the blue **Entity** link above the district name and below the Registry of Persons Not Eligible for Employment application. *(See Figure 2.3)*
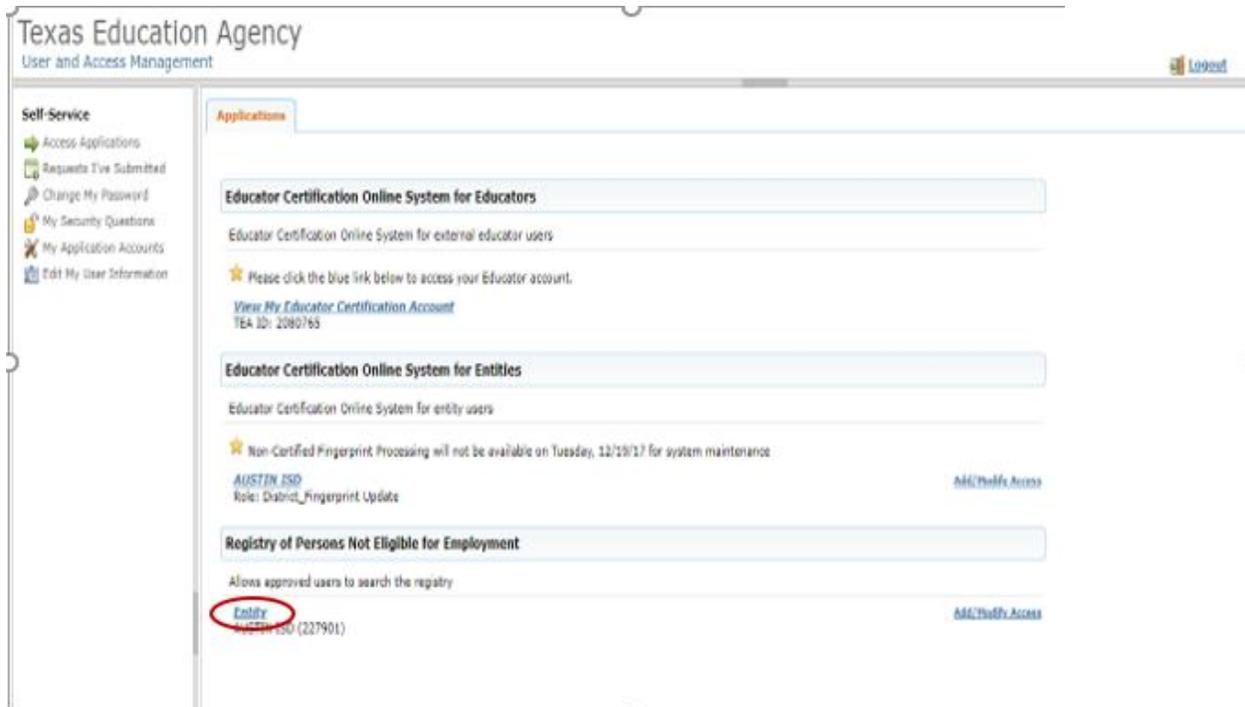

Figure 2.3

ENTITY REGISTRY UPLOAD

Creating the upload file –

- To create a file to upload, populate the following column headings into line 1 of an Excel spreadsheet *(See Figure 2.4)* Column headings must be present on the spreadsheet.
  - **Column A** – Last Name
  - **Column B** – First Name
  - **Column C** – Middle Name
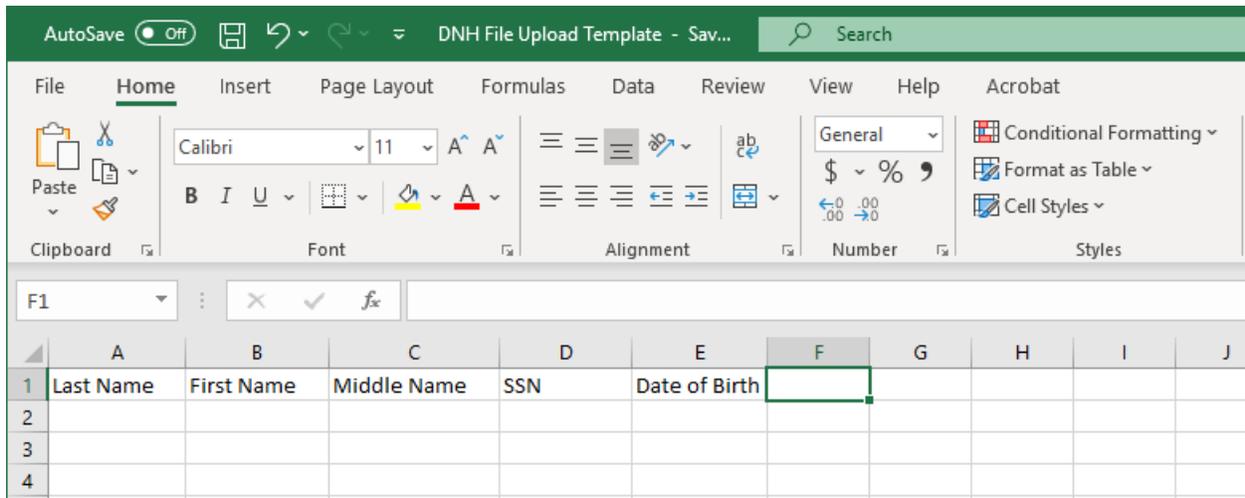 - **Column D** – Social Security Number (SSN)
  - **Column E** – Date of Birth

Figure 2.4

- Beginning with line 2, populate information into the appropriate columns for each individual who needs to be uploaded. There is upload of 2,500 individuals that can be uploaded at a time.

- Follow the file layout format below when entering information on the spreadsheet:

    o Column A - Last Name, **REQUIRED** field, 25 maximum characters

    o Column B - First Name, **REQUIRED** field, 25 maximum characters

    o Column C - Middle Name, Optional field, 15 maximum characters

    o Column D - Social Security Number, **REQUIRED** field, 9 digits, all numeric, no hyphens, include leading zeros

    o Column E – Date of Birth, **REQUIRED** field, format MM/DD/YYYY, ex: 01/01/1990

- If you enter an SSN that begins with a zero (0), format the SSN column to accept leading zeros in the Social Security number. To do this, right click at the top of the SSN column, choose 'Format Cells', followed by 'Text', and then 'OK'.

- Save the file as .csv (comma delimited) file prior to uploading. Be advised that the registry will not accept a file in .xlsx format. The file must be in the .csv format.

Uploading the file –

- To upload a Registry file, access the Registry of Persons Not Eligible for Employment (Do Not Hire Registry) through TEAL.

- The upload screen displays file layout information and example file data. Before uploading, click the check box to affirm the information being uploaded is true. Select the file to be uploaded by clicking the 'Choose File' button. *(See Figure 2.5)*

Figure 2.5

- The name of the file will display next to "Choose File." Click 'Upload' to upload the file. *(See Figure 2.6)*

Figure 2.6

- A message on the screen will indicate that the file was uploaded successfully and that results are available below. *(See Figure 2.7)*

REVIEW OF REGISTRY UPLOAD RESULTS

- Registry upload results are available immediately after being uploaded. Click on the **Download** link to view results. *(See Figure 2.7)*

Figure 2.7

- Registry upload results are available immediately after being uploaded. Click on the **Download** link to view results. *(See Figure 2.7)* An Excel spreadsheet will open containing results for the file that was uploaded. A certificate sanction status and a registry status will be displayed for each individual. *(See Figure 2.8)*

Certificate Sanction Status – Indicates if a certificate sanction status for an educator has been rendered to a certificate or educator. See 'Investigations of Certified Educators' in the Glossary for additional information. If a sanction is not present, the Certification Sanction Status result will be blank. *(Please note that the Certification Sanction Status will not be available until March 2020).*

Registry Status – Refers to an educator's possible inclusion on an online list of individuals who are not eligible for employment in a Texas public school based on misconduct or criminal history. The statuses may include 'Not Eligible for Hire', 'Under Investigation', or 'Not Found'. See the 'Registry' section of the Glossary for additional information.

Figure 2.8

UPLOAD RESULTS SUBMITTED THROUGH THE FINGERPRINTING UPLOAD PROCESS

- Effective December 2019, the Fingerprint Upload Results page also includes Registry status result information.

- The fingerprinting upload process is performed in the Educator Certification Online System (ECOS). Access to this application may also be requested through TEAL.

- To view Fingerprinting Upload results after a file has been uploaded, log in to ECOS through TEAL, and click on **Fingerprinting** and then **Upload Status** from the Main Menu. *(See Figure 2.9)*
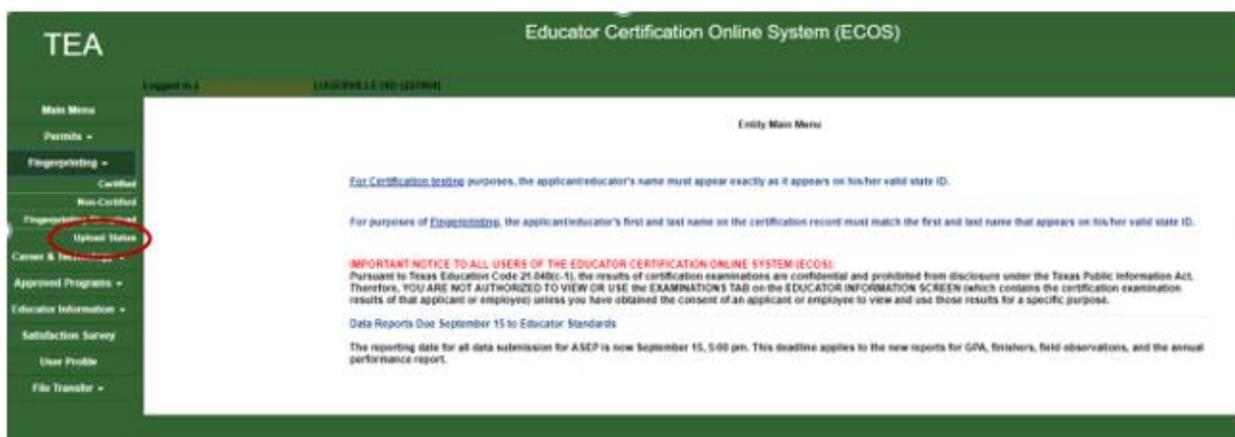
Figure 2.9

- The Upload Status page will display the file name as saved by the district user in the 'Upload File' column. Click on the hyperlink in the **Upload Results** column to view upload results. *(See Figure 3.0)*

Figure 3.0

- The Fingerprint Upload page will display the fingerprinting results, certification sanction status and Registry status for each individual uploaded. *(See Figure 3.1)*

Figure 3.1