Texas Education Agency

FINGERPRINTING PROCESS FOR

SCHOOL DISTRICTS AND CHARTER SCHOOLS

Version 1.2

January 2, 2020

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January 2, 2020 - This document replaces prior versions of the TEA fingerprinting training documents.



RELEVANT STATUTES

The 2007 Texas Legislature passed Senate Bill 9 requiring fingerprint-based criminal background reviews for certain school employees in Texas Public schools. Senate Bill 9 is codified in Texas Education Code (TEC), Chapter 22, Subchapter C.

- State Board for Educator Certification (SBEC) Rules regarding the national criminal history reviews of certificate holders are found in Ch. 232, Subchapter B of the Texas Administrative Code (TAC).
- Commissioner Rules regarding criminal history reviews are found in TAC Ch. 153, Subchapter DD.
- Statute codified in TEC Sec. 22.083-22.087 relates to the national criminal history reviews of certified teachers, charter school employees, non-certified staff, contractors, and substitute teachers.
- Per TEC Sec. 21.035, Texas Education Agency provides the administrative functions and services for SBEC.

GLOSSARY

FINGERPRINTING

- **Certified (Employee)** Refers to a district employee, who holds an active or inactive certificate or permit issued by the State Board for Educator Certification (SBEC), regardless of the role in which the employee is serving.
- **Certified Role** Refers to any charter school employee working in a role that would require the employee to hold an SBEC issued certificate if the employee were employed in a traditional Texas school district.
- **DPS FACT Clearinghouse** The FACT Clearinghouse is a repository of the DPS and the FBI fingerprint-based criminal history results. The FACT Clearinghouse allows an authorized entity access to a consolidated response of the DPS and FBI criminal history fingerprint results, including an electronic subscription and notification service for new arrest activity on subscribed persons.
- **MorphoTrust (Identogo)** MorphoTrust is the vendor selected by the Texas Department of Public Safety to provide fingerprinting services throughout the state. Digital fingerprints are taken at MorphoTrust locations.

- Non-Certified (Employee) Refers to any district or charter school employee, who is working in a role that does not require an SBEC issued certificate, AND who does not hold an active or inactive certificate issued by SBEC.
- **Pre-enrolled** Indicates that the data for a certified educator or non-certified employee has been uploaded to TEA, transmitted to MorphoTrust, and that the employee may schedule a fingerprinting appointment with MorphoTrust (Identogo).
- **SBEC** The State Board for Educator Certification (SBEC) oversees all aspects of the preparation, certification, and standards of conduct of public school educators.
- **Substitute teacher** Refers to a teacher, who is on call or on a list of approved substitutes to replace a regular teacher, and who has no regular or guaranteed hours. A substitute teacher may be certified or non-certified.
- **UEID** Refers to the Unique Enrollment ID assigned by MorphoTrust for the purposes of scheduling an appointment.
- **Upload** Refers to a school district's or charter school's electronic submission of employee data to TEA through the Educator Certification Online System (ECOS). The upload step initiates the fingerprinting process.

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: <u>Note: This individual is currently under review by the TEA Educator Investigations Division.</u>

- **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 <u>https://tealprod.tea.state.tx.us/TSP/TEASecurePortal/Access/LogonServlet</u>
- **DPS secure site** <u>https://secure.txdps.state.tx.us/DpsWebsite/Login.aspx</u>
- MorphoTrust/IdentoGO scheduling <u>https://uenroll.identogo.com</u>

The Help Desk is the fastest way to submit a question to the TEA Fingerprinting section. Please click on the following link to submit a ticket URL.

Fingerprinting Help Desk <u>https://txeduagency.zendesk.com/hc/en-us/categories/115001620168-Fingerprinting-</u>

DISTRICT / CHARTER FINGERPRINTING 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 1.0*) Column headings must be present on the spreadsheet.
 - **Column A** Upload Type
 - Column B Last Name
 - Column C First Name
 - Column D Middle Name
 - Column E SSN
 - o Column F Date of Birth
 - o Column G Email
 - o Column H Phone
 - Column I Role Code

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A B	С	D	E	F	G	н	I	
1 Upload Type Last Nam	e First Name	Middle Name	SSN	Date of Birth	Email	Phone	Role Code	
1 Upload Type Last Nam 2	e First Name	Middle Name	SSN	Date of Birth	Email	Phone	Role Code	
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1 Upload Type Last Nam 2 3 4	e First Name	Middle Name	SSN	Date of Birth	Email	Phone	Role Code	
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1 Upload Type Last Nam 2 3 4 3 5 6 7	e First Name	Middle Name	SSN	Date of Birth	Email : (Phone	Role Code	

Figure 1.0

- Beginning with line 2, populate information into the appropriate columns for each individual who needs to be uploaded.
- 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'.

- Follow the file layout format below when entering information on the spreadsheet:
 - **Column A** Upload Type (C, CR, NC, or S)
 - C Certified (district only)
 - CR Certified Role (charter only)
 - NC Non-Certified (district and charter)
 - S Classroom Substitute (district and charter)
 - **Column B** Last Name (25 maximum characters)
 - o Column C First Name (20 maximum characters)
 - Column D Middle Name (15 maximum characters) Optional field

<u>Note</u>: Do not include special characters such as apostrophes or dashes in Columns B, C or D.

- **Column E** SSN (9 digits, all numeric, no dashes)
- **Column F** Date of Birth (example 12/31/1980)
- Column G Email REQUIRED for all Upload Types C, CR, NC, S (Personal or district email address may be uploaded)
- **Column H** Phone Optional field (10 digits, all numeric, no dashes)
- Column I Role Code REQUIRED for charter schools only
 - ➢ 08 Counselor
 - 11 Educational Diagnostician
 - 13 Librarian
 - ➢ 20 Principal
 - 27 Superintendent
 - > 29 Teacher
 - 33 Educational Aide
- Save the file as .csv (comma delimited) file prior to uploading. Please note, ECOS <u>will not</u> <u>accept</u> a file in .xlsx format. The file must be in the .csv format.

Uploading the file -

- To upload a fingerprinting file, access the Educator Certification Online System (ECOS) through your TEAL login. Select 'Fingerprinting File Upload' under the Fingerprinting heading in the Main Menu.
- The upload screen will display 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 'Browse' button. (*See Figure 1.1*) (If you do not see the

'Browse' button on the screen, disable Compatibility View for the ECOS application by clicking on the 'Tools' icon in the upper right corner of your screen).

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Non-Certified Fingerprinting file upload Upload Status	Click Browse to Select File to Upload	
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Figure 1.1		

• The name of the file chosen to be uploaded will display under the 'Name' heading. Click 'Upload' to upload the file. (*See Figure 1.2*) Note, if the Browse window does not immediately list your file, try selecting "All files."



Figure 1.2

• The file has been successfully uploaded when the progress bar is completely blue and a check mark shows under that Status column. (See Figure 1.3)

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ACCESSING AND VIEWING OF UPLOADED FILES AND RESULTS

• After the file has been uploaded, the file will be displayed in ECOS. To view the uploaded file, select 'Upload Status' under the Fingerprinting heading in the Main Menu. The file will display the file name as saved by the district user in the 'Upload File' column. Click on the hyperlink to view the list of employees uploaded. (See Figures 1.4 and 1.5)

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Upload Status	3/15/2017 2:25:39 PM		Bryan ISD Test Upload 3.csv	<u>3/15/2017 2:25:48 PM</u>
Career & Technology 👻	3/15/2017 10:22:40 AM		Bryan ISD Test Upload 2.csv	
Approved Programs 👻	3/10/2017 9:32:01 AM		Bryan ISD Test Upload 2.csv	3/10/2017 9:32:10 AM
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Satisfaction Survey	12/21/2016 3:45:02 PM		fpnc488061004214816.txt	12/21/2016 5:13:35 PM
User Profile	12/21/2016 10:40:55 AM		fpsub748640431298149.txt	12/21/2016 5:18:34 PM
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	12/19/2016 3:33:01 PM		fpsub253306229909260.txt	12/19/2016 5:18:35 PM
	12/19/2016 2:16:22 PM		fpcert329464541541205.txt	12/19/2016 4:28:37 PM
	12/16/2016 4:53:30 PM		fpnc926035722096761.txt	12/16/2016 5:13:39 PM
	12/15/2016 4:47:44 PM		fpnc735199133555094.txt	12/15/2016 5:13:33 PM
	12/15/2016 1:20:23 PM		fpnc451643360985649.txt	12/15/2016 5:13:33 PM
	12/14/2016 5:00:31 PM		fpnc229339758555094.txt	12/14/2016 5:13:34 PM
	12/13/2016 11:05:59 AM		fpsub226165930430094.txt	12/13/2016 5:18:35 PM

Figure 1.4

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C,1	-la-		jeannie.tomasek@tea.texas.gov,5124635415,
NC.	1000	, .	jeannie.tomasek@tea.texas.gov,5124635415,
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NC,			.jeannie.tomasek@tea.texas.gov,5124635415,
C,1			B, jeannie.tomasek@tea.texas.gov,5124635415,

Figure 1.5

• Once the file has been processed, results will appear in the 'Upload Results' column. (File processing takes place between 5:00 pm and 6:00 pm each evening.) Click on the hyperlink to view the results of the upload.

The Edit View Favorities Tools	Help			
x 🐧 Convert 🔹 🚮 Select				
TEA		Educator Certi	fication Online System (ECO	S)
	opped in as: JeannieK Tomasek BRY	AN ISO (021902)		
Main Menu			Upload Status for: BRYAN ISD	
Educational Aides +			Page 1	
Fingerprinting -	Unioad Date/Time 💌	Userid 💌	Unioad File (click to view)	Unioad Results (click to view) 💌
Certified	4/5/2017 11:02:39 AM		trainingdocupload.csv	4/5/2017 11:02:46 AM
Fingerprinting file upload	3/15/2017 4:00:36 PM		Bryan ISD Test Upload 4 csy	3/15/2017 4:00:39 PM
Upload Status	3/15/2017 2:25:39 PM		Bryan ISD Test Upload 3 csv	3/15/2017 2:25 48 PM
Career & Technology +	3/15/2017 10:22:40 AM		Bryan ISD Test Upload 2 csy	
Approved Programs +	3/10/2017 9:32:01 AM		Bryan ISD Test Upload 2 csv	3/10/2017 9:32:10 AM
Educator Information +	12/21/2016 3:47:59 PM		[psub115950001610549.bd	12/21/2016 5:10:34 PM
Satisfaction Survey	12/21/2016 3.45/02 PM		fpm:488061004214816.bd	12/21/2016 5:13:35 PM
User Profile	12/21/2016 10:40:55 AM		(psub740640431290149.txt	12/21/2016 5:10:34 PM
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ree transfer •	12/19/2016 4:08:40 PM		fprx:550357553693993.txt	12/19/2016 5:10:30 PM
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Figure 1.6

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0	-				Non-Cerl	FP Needed	
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c					Non-Cerl	Pre-English	
e .	and a second second				Non-Carl	Pre-Erroled	



FP Status Legend:

Pre-Enrolled – An individual is pre-enrolled with the fingerprinting vendor and should schedule an appointment to be fingerprinted.

FP Needed – A certified educator must submit fingerprinting payment in ECOS to initiate pre-enrollment and then schedule an appointment to be fingerprinted. A non-certified employee has been pre-enrolled and should schedule an appointment to be fingerprinted.

FP Complete – An individual has completed the fingerprint process.

Contact TEA – Contact the TEA Fingerprinting Unit at 512-936-8400, Option 3 for assistance.

• Individuals with the status of 'Pre-Enrolled' or 'FP Needed' are required to be fingerprinted before beginning work.

Update to Fingerprint Upload Results Page (See Figure 2.1) :

• Effective December 2019, the Fingerprint Upload Results page includes the following information:

Certificate Sanction Status – Indicates if an educator is under investigation or has an active sanction. 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.

Registry Status – Indicates if an individual is under investigation or has been found 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.

				Fingerprint Uplo FP_CteckONH -	ad Results Cepy.esv			
Upload Type	Last Name	First Name	Last 4 SSN	008	Certified or Non-Cert	IP Sietus	Certificate Sanction Status	Registry Status
NC					Non-Cert	FP Complete		Not Found
NC					Non-Cerl	FP Complete		Under Investigation
NC	1000				Non-Cert	Pre-Enrolled		Not Found
NC	-				Non-Cert	FP Complete	Voluntary Sumender	Not Eligible for Hire
NC	and the second second				Cettfed	FP Complete	Revoked	Not Elipible for Hire
NC					Cettfed	FP Complete	Revoked	Nut Eligible for Hire

Figure 2.1

PRE-ENROLLMENT AND APPOINTMENT SCHEDULING

Scheduling for non-certified individuals

• For non-certified individuals, the TEA upload process initiates a pre-enrollment with MorphoTrust. MorphoTrust will send an email to each non-certified individual so that the employee can schedule a fingerprint appointment. The contact will be made via the email address that was uploaded by the district. *(See Figure 1-8)*

	4	-
From: nobody@uemaiLidentogo.com	(mailto:nobody@uemail.identogo.com)	1
Sent: Wednesday, March 22, 2017 10:1	7AM	
To: Akin, Bill < Bill.Akin@tea.texas.gov>		
Subject: IdentoGO Service Confirmatio	n - 11651K - Texas TEA Charter Certified - CN	1
IdentoG By MorphoTrust USA		
Welcomel Your agency/organization has	s pre-enrolled you for a fingementit-based background check at an identoGO Enrollment Center. Visit our website using the link below to schedule a convenient 10-	1
minute findemnint encountment		
Click have to achedule your appointm		
Crick here to schedule your appointme		J
^J If you need telephone-based assistance Depending on the agency/organization	i scheduling your appointment you may also call us at 888.467.2000. For other options, such as mailing a fingerprint card for your enrollment, please <u>click here</u> , requiring the background check, some restrictions may apply.	1
Service Details:		
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Service:	11G51R - TEA Charter Certified - CN	
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		Į
This message is only for the use of the intended re notify the sender immediately.	opient and may contain information that is CONFIGENTIAL and PROPRETARY to MorphoTrust USA, Inc. If you are not the intended recipient, please ense all copies of the message and its attachments and	
	_	ļ

Figure 1.8

• To schedule a fingerprinting appointment, the individual will click on the hyperlink in the MorphoTrust email (*See Figure 1.8*), and proceed with appointment scheduling in the MorphoTrust scheduling module. (*See Figure 1.9*)

Portal Up.		engian V
11G51R - Texas TEA C	narter Certified - CN	
Please enter your information below (or "Cancel" to exit.	tters, spaces, hyphens (-), and apostrophes (') are allowed in name fields). Then click 'Next' to check the status of y Name / Method of Contact UE ID / Date of Bith	lequired Fields
UE ID / Date of Birth • UE ID UZTX23567H X	* Date of Birth	
× Cancel		Submit >

Figure 1.9

Scheduling For Certified Individuals

• For certified individuals, payment must be made in ECOS to initiate pre-enrollment with MorphoTrust. After the upload process, each certified individual will receive an email from TEA advising of the process to make payment. (*See Figure 2.0*)

-	
ſ	Wed 3(15/2027 2:36 PM
	itsbatch <itsbatch@sbec.state.tx.us></itsbatch@sbec.state.tx.us>
	AutoEmail: S89 Fingerprinting Information
l	To Tonasek, Jeannie
l	Retention Policy Inbox - Purge older than 30 Days (30 days) Expires 4/(4/2017
	This item will expire in 29 days. To keep this item longer apply a different Retention Policy. We removed extra line breaks from this message.
	You have been identified as a certified educator that is subject to fingerprinting in accordance with Texas Education Code (TEC) Chapter 22, Subchapter C. The fingerprint requirement must be met before you may begin employment with a Texas Public School or Texas Charter School.
	IMPORTANT: Please be advised that, if you are not fingerprinted within 80 days of this notification, any valid Texas certifications currently held shall be placed on inactive status. Certifications shall be removed from inactive status and reactivated when TEA receives the required national criminal history information.
	You will need to access your Educator Certification Online System (ECOS) profile in order to update your contact information and pay for your Fingerprint Service Request.
	If you have never created a TEA Login (TEAL) account to access your ECOS profile, please use the link below to access Account Access for Educator instructions: http://tea.texas.gov/About TEA/Other Services/Secure Applications/Account Access for Educators/
	If you already have a TEAL account with access to your ECOS profile, you may use the following link to login:
	Sincerely,
	TEA Fingerprinting
	Texas Education Agency
	*This is a system generated information email - please do not respond.
I	

Figure 2.0

• Once payment has been submitted in ECOS, the certified individual will be contacted by MorphoTrust via email to schedule an appointment to be fingerprinted. (See Figure 1.8)

Receipt of Information required to schedule a fingerprinting appointment

- The MorphoTrust scheduling emails are sent from address nobody@uenroll.identogo.com. In the event an individual does not receive an email, he or she may obtain all necessary information through ECOS.
 - Certified educators An educator may access the UEID number and scheduling information in ECOS by logging on to their educator account through TEAL. Once logged in, the educator should choose "Fingerprint Status" on the "Educator Main Menu page. This screen will display the UEID number, the service code, and provide a link for appointment scheduling through MorphoTrust.
 - Non-Certified individuals A school district may access the UEID number in ECOS by clicking on "Fingerprinting", then "Non-Certified", entering the Social Security number of the individual, and then "Submit". The UEID will be displayed, and should be given to the individual for appointment scheduling.
- The scheduling email can be sent to a district email address by submitting the district email address during the upload process.

REJECTED FINGERPRINTS

- In the event that an individual's initial fingerprint scan is rejected due to poor print quality, the individual will be contacted by MorphoTrust to schedule a second fingerprinting appointment.
- If a second fingerprint scan is rejected, TEA will initiate an FBI Name Search request. Results of the FBI Name Search will be reflected in ECOS once received.
- If fingerprint results are not received within 80 days of the district's initial upload, a certified educator's certification status will be rendered 'inactive' until results are received.

REVIEW OF FINGERPRINTING RESULTS

- Fingerprinting results will be received by TEA usually within 5-7 days of the appointment. The entity should review these results in the DPS FACT Clearinghouse.
- The entity should maintain subscriptions in the DPS Clearinghouse for all employees and substitute teachers to ensure notification by DPS of subsequent arrests.

ANNUAL CERTIFICATION AND STATEMENT OF COMPLIANCE

• The Texas Education Code (TEC) requires that the superintendent of a school district or chief operating officer of an open-enrollment charter school will certify annually to the commissioner that the district or charter school has performed all required criminal history

checks on employees and complied with law relating to the employment of individuals convicted of certain offenses. Notification of the requirement will be made via the 'To the Administrator Addressed' correspondence on the TEA website. You may subscribe to the TEA listserv at:

https://public.govdelivery.com/accounts/TXTEA/subscriber/new?topic_id=TXTEA_5_

- Please be advised that school districts and charter schools that fail to certify and return the attached form may be subject to 1) inclusion in a public notice that lists all districts and open-enrollment charter schools who have failed to certify compliance with fingerprinting and background check requirements; and 2) an investigation of the superintendent or chief operating officer who has violated TEC 11.201(d)(13) or 19 TAC 249.15 by failing to complete the certification as required.
- For more information about fingerprinting for the Texas Education Agency / State Board of Educator Certification, please visit the fingerprinting webpage http://tea.texas.gov/Texas_Educators/Certification/Fingerprinting/