



# Requirements for Certified Educators and Non-Certified Employees

Texas Education Code (TEC), Chapter 22, Subchapter C requires the following to be fingerprinted prior to employment:

- All certified educators (those holding an educator certification or Emergency Teaching Permit issued by the State Board for Educator Certification [SBEC])
- All classroom substitute teachers and educational aides, whether certified or not
- Non-certified employees hired by a district or charter school on or after 1/1/08 (including applicants for a School District Teaching Permit)
- Charter school employees, whether certified or not, working in a teaching or professional position
- Contracted employees hired on or after 1/1/08 who have direct contact with students

## Name-Based Background Check Requirements

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The following are subject to a name-based background check per Texas Education Code (TEC) § 22.0835:

- Non-certified employees hired before 1/1/08
- Contracted employees hired before 1/1/08 who have direct contact with students
- Student teachers
- Volunteers, unless they are a parent, grandparent, or guardian of a student; a person accompanied on campus by a district employee; or a person volunteering for a single event

## Procedures for New Hires

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To initiate the fingerprint process, school districts or charter schools upload all new hires to the Educator Certification Online System (ECOS).

### Certified employees

Certified educators submit payment of \$40.25 in order to conduct the national criminal history background check through DPS, FBI and Texas Education Agency (TEA). This fee is paid in ECOS.



# Requirements for Certified Educators and Non-Certified Employees

- Once payment has been submitted in ECOS, the certified educator will be contacted by MorphoTrust/Identogo via email to schedule an appointment to be fingerprinted. A valid photo ID is required at the time of the appointment.
- Certified educators use Texas MorphoTrust/Identogo locations. Educators are required to pay an additional \$10.00 fee for scanning of fingerprints at the time of the appointment.
- TEA receives the fingerprinting results 5-7 business days after the fingerprint appointment.
- Certified educators must fingerprint before the first day of employment.

## **Non-certified employees**

- Non-certified employees will be contacted by MorphoTrust/Identogo via email to schedule an appointment to be fingerprinted.
- Non-certified employees/or the district pay the national criminal history background check fee of \$38.25 to the DPS digital fingerprint vendor, MorphoTrust/Identogo, and an additional \$10.00 fee for scanning of fingerprints at the time of the appointment.
- Non-certified employees must fingerprint before the first day of employment.