



**IMPORTANT NOTICE**

The state mandated fingerprinting process will begin in the Arlington ISD on October 5, 2009. This affects all substitutes and part-time temporary employees (special projects) who have not been fingerprinted previously for the State Board of Educator Certification (SBEC). The cost of the fingerprinting is approximately fifty-two dollars (\$52), which will be the responsibility of the employee. There are two different processes based upon the employee’s credentials.

Certified: If at any time you possessed a certificate from SBEC (Teacher or Paraprofessional)

You must update or create an SBEC account. SBEC will issue each person a “Fast Pass” for the process. The Fast Pass will be name specific (first and last) and must match a valid form of identification, preferably a state driver’s license. Therefore it is critical that each person update or create an SBEC account that matches their current identification. Failure to complete the fingerprinting process will cause your certificate to be inactivated and you will be ineligible to work for any school district.

Setting up an SBEC account is free, the steps are listed below. Your account is the official record of your teaching credentials. Make sure your contact information is correct for future communication from SBEC. Further details will be sent through the AISD Public Information Office as well as the internet.

- Go to the SBEC website: [www.sbec.state.tx.us/](http://www.sbec.state.tx.us/)
  
- Select (on right side of screen): Educator Login (for those with current login) or  
Forgot username and/or password, or  
New User
  
- Update: Name (to match current official identification)  
Address  
Email address

Non-certified

SBEC will email a Fast Pass in your name to AISD. Your Fast Pass will then be available at the Personnel counter beginning on Monday October 19, 2009. You will have until December 24, 2009 to complete the fingerprint process. Failure to complete the process will make you ineligible to work for any school district in the State of Texas.

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