



You have been identified as a **Certified Substitute** that is subject to fingerprinting in accordance with Senate Bill 9, also known as the "Fingerprinting Bill." All substitutes are required to be fingerprinted as a condition of substitute employment with Plano Independent School District.

In order to comply with Senate Bill 9, you will be asked to use the State Board for Educator Certification link below to view and update your profile information. Once these steps have been completed, your Fast Fingerprint Pass will be sent to you.

PLEASE FOLLOW THESE DIRECTIONS CAREFULLY:

1. Click on the following link:
<http://www.tea.state.tx.us/>

You may also locate the TEA homepage by typing in www.tea.state.tx.us into your internet browser.

2. Look for Educator Certification on the left hand side of the page.
Then select Educator LOGIN/ACCOUNT SET UP

- If you already have a username and password because you have previously logged in to the Certification Online System, simply log in with your username and password.
(GO TO STEP 3 below and complete the rest of the steps)

- If you already have a username and password but cannot remember it (or, if you are not sure if you have a username or password), click on "Forgot username and/or password" and fill in the requested information.
(GO TO STEP 3 below and complete the rest of the steps)

- If you do not have a username and password because you have never logged in online, click on "New User".
Once you have set up your username and password, you will need to click "Log Out" in the upper right hand corner.
Click on

Educator Certification and Educator LOGIN/ACCOUNT SET UP and choose "Forgot Username and/or password" to enter the Certification Online System.
(GO TO STEP 3 below and complete the rest of the steps)

Steps to follow once you reach the EDUCATOR PROFILE SETUP page:

3. Review your Educator Profile information, especially your email address and make changes as needed. Click "Continue" at the bottom of the page.
4. Review the information displayed on the Fingerprint Service Request page. Then click the "Fingerprint Service Request" button at the bottom of the page.
5. If you are required to submit payment for your fingerprinting, a payment screen will appear where you will enter your payment information. If you are not required to submit payment, you will not see the payment screen.
6. The new page may take a few seconds to generate. A confirmation screen will indicate that a Fast Fingerprint Pass has been sent to your email address listed on your educator profile page.
7. You have now completed the required steps in the Certification Online System to receive your Fast Fingerprint Pass. Log off and check the email address that was indicated on your educator profile page. Look for an email from TEA. Your fast pass is an attachment inside this email. You must print the Fast Fingerprint Pass.

You must take the "FAST Fingerprint Pass Form" to your appointment in order to be fingerprinted. You cannot be fingerprinted without a Fast Fingerprint Pass form

You must complete this process within 80 days from this notification. If you do not complete the criminal history process within the 80 day designation, your certificate(s) will be marked with an inactive status until the process is complete. Please note that it may take up to 14 days to process a criminal history record. If your certificates are marked with an inactive status, you will not be allowed to teach in the classroom until this requirement is met.

Thank you for your cooperation in making schools and school districts safer environments. Please contact the Texas Education Agency, Division of Fingerprinting at 1-512-936-8400, Option 3 for assistance.

Sincerely,

Division of Investigations
Texas Education Agency