

FAQ for Background Checks and Child Maltreatment
Revised 10/2016

1. Who needs background checks including child maltreatment?

- a. Licensed educators must complete background checks upon every renewal including child maltreatment. That means every five years.
- b. Licensed educators must also complete the background checks and child maltreatment check when changing employment, unless they have been done within the previous 12 months.
- c. Classified employees upon hiring or change of employment.
- d. Pre-service teachers during enrollment in a teacher preparation program, but before clinical practice.

(See Act 455 of 2013, effective August 16, 2013)

2. Where is the handout for steps and procedure for a school district to subscribe online for state and federal criminal history checks through ASP?

- a. **Commissioner's Memo LIC-17-011**, issued on 9-14-2016 at <http://adecm.arkansas.gov/>

3. Where are the Live Scans (electronic finger printing machines) located?

- a. At all 15 educational service cooperatives across the state, and one at ADE. There are a few law enforcement offices that have elected to do ADE live scans. See the list at:
<http://www.arkansased.gov/divisions/human-resources-educator-effectiveness-and-licensure/educator-licensure-unit/background-check-requirements>
- b. An educator may go to any education service cooperative to use the Live Scan, even if they are not from the school district affiliated with that cooperative.

4. Why use Live Scans?

- a. Legally required since July 1, 2016
- b. Turn around time is much faster unless under research
- c. Rejection rate is much lower than paper
- d. Cleaner process no black ink
- e. You save a few dollars depending on your process

(continued on next page)

5. Do Early Childhood teachers still have to be fingerprinted by DHS AND by ADE in a year that both are required?

- a. Early Childhood is now an option on Live Scan screen at the cooperatives
- b. Tonya Williams from DHS has said they will accept ADE's process when the educator must also have a background check for ADE, to avoid having two background checks in one year
- c. But for any ADE background check requirement you must use ADE process.

6. If I have a concealed carry permit can I use the Live Scan at the cooperative?

- a. No, you cannot use the Live Scan at the cooperative for that purpose

7. What do I need to bring with me to a Live Scan at the cooperative?

- a. Transaction number from Arkansas State Police process at a school district or from your online receipt.
 - i. You will find the transaction number below the Search ID number when you complete the ASP;

and

- b. A photo government issued ID

8. Do I need an appointment for a Live Scan at a cooperative?

- a. You should always call ahead to be sure that the cooperative's employee who handles the Live Scan is available.

9. How do I get the Child Maltreatment Central Registry check?

- a. The Child Maltreatment Central Registry check form can be downloaded from the ADE website or the link below
- b. http://www.arkansased.org/public/userfiles/HR_and_Educator_Effectiveness/HR_Educator_Licensure/Central_Registry_Form_011513.pdf

10. What are the fees?

- a. If your district runs the ASP online the cost is: ASP-\$22.00 and FBI \$13.00
- b. If you initiate and pay for the ASP and FBI online: the cost is: ASP-\$22.00 FBI \$13.00, and \$2.00 for using credit or debit.
- c. Child Maltreatment is \$10.00 and must be mailed to DHS

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11. Will I be able to be a testing administrator for state-mandated student testing if my license is still not renewed while waiting on a background check?

- a. No, you must have a current license before you can administer state- mandated student tests
- b. The ADE recommends that renewing teachers begin the background check process at least 3 months before their license expires

12. Other questions:

- a. Please contact Clara Toney, Educator Licensure office, at 501-682-4342 or by email at clara.toney@arkansas.gov

