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# What's New?

- Effective October 1, 2016, **the cost of background checks CHANGED.** The new fees are:

\$22.00 (state criminal history record check)

\$13.00 (national criminal history record check)

\$ 2.00 (online transaction fee)

**\$37.00 TOTAL**

- EFFECTIVE July 1, 2016, all fingerprinting must be done using the electronic “LiveScan” fingerprinting machines.
  - Exception: Out-of-state applicants for licensure by reciprocity; (please contact the Arkansas Department of Education)

# Initiating the Background Check Process

## **STEP 1: The background check process MUST be initiated through an online system:**

- An individual applicant may begin the background check process, including online payment, at [www.ar.gov/ADEbackground](http://www.ar.gov/ADEbackground)
- OR
- A school district / employer may begin the background check process through an online process, and be billed by INA.
    - School districts may need to update their INA Subscriber Agreement to include **state AND federal** background checks. It is a legal requirement to initiate both at the same time.

# Initiating the Background Check Process

- Individuals who initiate the process will:
  - Complete the online consent form
  - Be provided a printable receipt with a transaction number at the bottom.
- **KEEP THIS RECEIPT!**

# Initiating the Background Check Process

## STEP 2: Return the Consent Form to the ADE Office of Educator Licensure

- The ADE Background Check Consent / Fingerprinting Request Form must be completed. **This form has been modified**. All previous consent forms are superseded by this form and should be destroyed.
- The new form may be found:
  - Attached to Commissioner's Memo LIC-17-011
  - On the ADE website at:  
<http://www.arkansased.gov/divisions/human-resources-educator-effectiveness-and-licensure/educator-licensure-unit/background-check-requirements>

# Completing the Background Check Process

## STEP 3: Fingerprinting

Take to a Live Scan fingerprinting location:

- The payment receipt (with the transaction number)
- A government issued photo ID

Approved locations are found at:

[http://www.arkansased.gov/public/userfiles/  
HR\\_and\\_Educator\\_Effectiveness/HR\\_Educator\\_Licensure/  
live\\_scan\\_locations.pdf](http://www.arkansased.gov/public/userfiles/HR_and_Educator_Effectiveness/HR_Educator_Licensure/live_scan_locations.pdf)

**IMPORTANT!** Fingerprints should be submitted within fourteen (14) days of the date the background check was initiated or the Arkansas State Police may charge the applicant/subscriber again for the FBI check.

# Completing the Background Check Process

## STEP 4: Complete the Child Maltreatment Central Registry background check

- Use the Child Maltreatment Central Registry Background Check Form.  
[http://www.arkansased.gov/public/userfiles/HR\\_and\\_Educator\\_Effectiveness/HR\\_Educator\\_Licensure/Central\\_Registry\\_Form\\_011513.pdf](http://www.arkansased.gov/public/userfiles/HR_and_Educator_Effectiveness/HR_Educator_Licensure/Central_Registry_Form_011513.pdf)
- Send a preprinted check or money order for \$10 to the Department of Human Services with the form.

# Out-of-State Applicants

- Initiate the criminal history record check online as described for all applicants.
- Complete the Arkansas Department of Education:
  - Most Current Consent Form found on the ADE Educator Licensure Unit/Background Checks web page at <http://www.arkansased.gov/divisions/human-resources-educator-effectiveness-and-licensure/educator-licensure-unit/background-check-requirements>
  - and
  - Fingerprint card (obtained only from the ADE)
  - Child Maltreatment Central Registry Form (also on the ADE Educator Licensure Unit/Background Checks web page)

Note: A Background check using a fingerprint card will take longer to process.

# Fingerprint Rejection

- If your live scan fingerprints are rejected, you will receive a letter from the Arkansas State Police
  - This may happen when your fingerprints have been eroded due to handling paper for years
- **Follow the directions** on that letter to obtain INKED fingerprints.
  - You may obtain the inked fingerprints from a local law enforcement office by bringing the letter to that office.
  - DO NOT return to the “LiveScan” Cooperative locations to be rescanned
- If the inked prints are rejected, you will be notified that a name check will be conducted in lieu of the fingerprints.

# Who to Call with Questions

For *general* questions call:

Clara Toney or Cheryl Reinhart  
ADE Educator Licensure Unit  
(501) 682-4342

For questions concerning a *disqualification* based on a background check, call:

Jennifer Liwo  
PLSB Attorney  
(501) 682-0166