

# FLORIDA DEPARTMENT OF EDUCATION



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## MEMORANDUM

**TO:** District School Superintendents  
District Assistant School Superintendents  
Private School Organization Contacts

**FROM:** Pam Stewart

**DATE:** February 27, 2013

**SUBJECT:** Educator Certification Fingerprint Processing Transition Plan

### Contact Information:

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**DPS: 2013-07**

The purpose of this memorandum is to inform you of forthcoming changes to fingerprint processing for persons seeking educator certification. The changes are the result of a review of information on improved practices for quality fingerprint processing, expanded options available for fingerprint processing, and a process efficiency analysis by the Bureau of Educator Certification (BEC).

To ease this fingerprint processing transition for partners throughout Florida, the BEC recommends the following strategies to provide greater flexibility and convenience for eligible certification applicants. The following list provides a summary of target dates for implementation of this transition by impacted constituents, with further explanation following.

- **March 31, 2014-** BEC will no longer accept or process hard copy fingerprint cards, but will accept only electronic fingerprint submissions, which must be through Livescan devices and service providers authorized by the Florida Department of Law Enforcement (FDLE).
- **June 20, 2014-** The department's contract 04-019 with 3M Cogent Systems, Inc., expires for the statewide Automated Fingerprint Applicant Processing System (AFAPS). The department plans to allow the contract to expire and does not intend to initiate a new one. Districts fingerprinting with 3M Cogent Systems under this contract must initiate a local Livescan fingerprinting option.

PAM STEWART  
CHANCELLOR OF PUBLIC SCHOOLS

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For the required state and national level background check, only governmental entities authorized by Florida Statutes that require fingerprinting of applicants can be recipients, not private entities. Thus, private school employers are not authorized to receive the level of results required of educator certification applicants. Licensing or employing agencies, however, may contract with service providers or even purchase Livescan devices to enable their applicants to electronically submit fingerprints for background screenings. After the AFAPS contract expires in June 2014, all eligible educator certification applicants must undertake the required background screening through direct submission via live capture electronic fingerprinting providers approved by the FDLE.

The FDLE website (<http://www.fdle.state.fl.us/>) provides a list of applicant Livescan vendors and service providers who have requested and established approval for submission through the FDLE. Their equipment and electronic data submissions were evaluated to verify compliance with both FDLE and the Federal Bureau of Investigation's (FBI) regulations and standards. Authorized entities may investigate direct purchase of Livescan equipment from the State Term Contract (STC) for Live Capture Electronic Fingerprinting Equipment (680-370-07-1) negotiated by the Florida Department of Management Services (DMS) and effective through November 28, 2013. The details of this STC, including approved contractors and how to use the contract, may be retrieved via the DMS website (<http://www.dms.myflorida.com/>).

Nearly half of all Florida school districts and many private school organizations already have direct relationships established for Livescan fingerprint processing of their employees. In addition, a pilot process has been initiated with Florida private school organizations to refer their eligible certification applicants for fingerprint processing through existing Livescan providers who direct results to the department's BEC. During the coming months, the BEC will make further arrangements to discuss plans for fingerprint processing transition with key stakeholders throughout Florida.

If you have questions or need assistance related to fingerprint processing transition for Livescan submission to the BEC, contact Becky Harrison ([Rebecca.Harrison@fldoe.org](mailto:Rebecca.Harrison@fldoe.org) or 850-245-0587) or David LaJeunesse ([David.LaJeunesse@fldoe.org](mailto:David.LaJeunesse@fldoe.org) or 850-245-0431).

PS/dlj

cc: Human Resources Directors  
Personnel Directors  
Certification Partners