



## **Submitting Fingerprinting for Certification**

### **Employees of Public Schools**

Pursuant to Florida Statute 1012.32, employees of Florida traditional and charter public schools will be fingerprinted to insure that individuals with criminal records involving moral turpitude shall not be employed in any position requiring direct contact with students.

All applicants will be digitally fingerprinted and cleared before they are hired by any Florida public or charter school. The fingerprints are sent electronically to the Florida Department of Law Enforcement (FDLE) and the Federal Bureau of Investigation (FBI) for processing. If a report is returned stating there is a criminal history, the applicant will be asked to explain the charge(s) and provide a certified or original copy of the final court disposition. The current Employment Standards Hiring Guidelines gives a detailed listing of offenses that will not be considered for employment.

### **Employees of Nonpublic Schools**

Individuals who hold a Statement of Status of Eligibility for a Florida Temporary Certificate may be issued a Florida certificate if the employing nonpublic school has a state-approved program for demonstration of the professional educational competence.

- If you are employed in an approved nonpublic school, your employer will supply you with the required fingerprinting. Return the completed card with a \$53.00 processing fee to your school administrator, who will forward both your completed card and a request to issue your certificate either directly to Florida Department of Education or to the accrediting association to which your school belongs. The Florida Department of Education will submit your card and fee to the Florida Department of Law Enforcement (FDLE) and the Federal Bureau of Investigation (FBI) for processing.
- If the results of your fingerprints are clear, your certificate is issued within 30 days of the Florida Department of Education receipt of the cleared records from both FDLE and FBI.
- If the results of your fingerprint processing reflect any criminal offense record or if you reported a record on your application for a Florida Educator's Certificate, your application will be referred to Professional Practices Services for review. That office will contact you regarding information needed to review your records for determination of eligibility for a certificate. Issuance of your certificate will be pending the results of this review.