

EMPLOYERS (School Districts/Charter Schools, Cooperatives, Employment Agencies) and Educator Preparation Programs (for Pre-service Teachers) paying for the state and federal criminal records check, follow these steps:

EMPLOYER IS INITIATING THE BACKGROUND CHECK	INSTRUCTIONS	ONLINE LINKS (All links may be found by going to arkansased.org, click on "E", then click on "Educator Licensure Unit", then on "Background Check Requirements")
<p>"EMPLOYER"</p> <ul style="list-style-type: none"> School District Charter School Education Service Cooperative Employment Agency Educator Preparation Program (for Pre-service Teachers) 	<p>STEP ONE (PAYMENT)</p> <p>To initiate online and be billed for the background check, you must be a subscriber to the ASP Online Background Check System through INA.</p>	<p>Employer INA Subscription: https://www.ark.org/subscribe/index.php</p>
	<p>STEP TWO (CONSENT FORM)</p> <p>Have your applicant complete the ONLINE CONSENT FORM.</p> <ul style="list-style-type: none"> The applicant should print the form when completed. (The applicant may download the form to a mobile device.) 	<p>Online Consent Form: http://adeaels.arkansas.gov/AelsWeb/Consent/Consent1.aspx</p>
	<p>STEP THREE (FINGERPRINTING)</p> <p>Direct the applicant to a live scan (electronic) fingerprinting location*. The applicant will need to bring with them:</p> <ul style="list-style-type: none"> The printed consent form. The applicant's government-issued photo ID The transaction number provided by the school district 	<p>List of Live Scan Locations: http://www.arkansased.gov/public/userfiles/HR_and_Educator_Effectiveness/HR_Educator_Licensure/Live_Scan_Locations_01_17_2017.pdf</p> <p>Map of Education Service Cooperatives: http://www.arkansased.gov/public/userfiles/HR_and_Educator_Effectiveness/HR_Educator_Licensure/background_checks/Map_of_Education_Service_Cooperatives.pdf</p>

* Local law enforcement offices do NOT typically offer live scan fingerprinting for school employees.

* If electronic fingerprinting is not used or the fingerprints cannot be obtained by electronic fingerprinting, the applicant must obtain an **ADE preprinted fingerprint card. NO OTHER FINGERPRINT CARD IS ACCEPTED.** If a fingerprint card other than an ADE preprinted fingerprint card is used, the fingerprint card will be returned to the applicant, who will have to be re-fingerprinted. Note that a background check using a fingerprint card will take longer to process.

* If fingerprints are rejected by the FBI, the applicant will be asked to obtain inked fingerprints. The State Police will send the applicant a letter and the instructions in that letter should be followed explicitly. If the inked fingerprints are also rejected, the FBI will conduct a records check using the applicant's name.