

# “FREQUENTLY ASKED QUESTIONS”

**1. *Who needs to be fingerprinted?***

In accordance with current statute, **any person who is employed by a local or regional board of education** (teachers, administrators, special service staff members, teachers' aides, custodians, cafeteria employees, mandated adult education instructors, etc.) must submit to a state and national criminal history record check within the first 30 days of the date of employment. The only exception is for Adult Education enrichment instructors who are not required to hold certification for their positions (non-mandated, general interest programs only), and not required to submit to the criminal history check.

**2. *How do I request a criminal history record check?***

A person may have their fingerprints taken at a local board of education office, a Regional Educational Service Center "RESC" such as EdAdvance, local police department, or the State Police Bureau of Identification.

**3. *If I am fingerprinted by a local school district, police department or by the State Police Bureau of Identification, can my results be shared with other districts?***

No.

**5. *A criminal history background check (fingerprinting) was done last year for school “District X”. I worked in that district for the entire year. Do I need to be fingerprinted again if I am applying to work in another district as a full-time, regular employee?***

Yes, within the first 30 days of new employment.

**6. *I worked as a substitute in “District X” for two weeks last year. Do I need to be fingerprinted again if I am employed by the same district?***

No. For substitutes, continuous employment is the equivalent of one day of service per school year. You will need to be fingerprinted again for the same district every five (5) years.

**7. *I was fingerprinted last year, but never employed by a board of education. Now that I have been hired, do I need to submit a new criminal background check?***

Yes. You must do so within the first 30 days of employment.

**8. *Are school volunteers required to have a criminal background check?***

No. Statute does not require that volunteers submit to the criminal background check. However, school districts are entitled to establish additional policies concerning criminal background concerning criminal background checks (fingerprinting).

**9. *Are employees of private or independent schools required to submit to criminal background checks?***

Yes.