

Frequently Asked Questions

Who needs to be fingerprinted?

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

How do I request a criminal history record check?

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

If I am fingerprinted at a RESC, can my results be shared with other districts?

No.

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.

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?

Yes, within the first 30 days of your date of employment.

I worked as a substitute teacher in District X for two weeks last year. Do I need to have a criminal history background check (fingerprinting) done again, if I am employed by the same district for the coming school year?

No, continuous employment for substitute teachers in the same school district is equal to one day of service each school year.

I was fingerprinted by a RESC last year, but was never employed by a board of education. Now that I have been hired, do I need to submit to a new criminal history record check (fingerprinting)?

Yes, within the first 30 days of your employment date.

As a school volunteer do I need to have a criminal history record check (fingerprinting)?

Yes.

Are employees of private or independent schools required to submit to criminal history record checks?

Yes.