

## **Fingerprinting Process For Non-certified Substitutes**

- The District uploads employee list to SBEC Online to process Fast passes for non-certified substitutes
- SBEC Online sends Fast Fingerprint Passes for all non-certified substitutes that are required to be fingerprinted to the district. Substitutes will be told when to report to Human Resources for their Fast pass and given instructions on how to schedule their respective fingerprinting appointments. All substitutes will have 80 days to comply with the mandate per Senate Bill 9
- Non-certified substitutes must pay \$50.25 to L-1 Identity Solutions (located at 7500 Viscount Suite C-79) at the time of their fingerprinting appointment and must bring the receipt from L-1 verifying that fingerprinting has been completed. A copy of the receipt will be kept on file in Human Resources.
- It is very important that the substitute submits a receipt from L-1 Identity Solutions to Human Resources before the 80 day time frame elapses as proof that fingerprinting has been done. Failure to do so will result in the substitute being inactivate until the fingerprinting requirement has been done