



SB9 Substitute Teacher Fingerprinting Instructions

SBEC Upload-

Waxahachie ISD will upload the following information from the Criminal History form included in your packet to SBEC (State Board for Educator Certification):

1. Last name
2. First name
3. Social Security Number
4. Address
5. City
6. State
7. Zip Code
8. Date of Birth

When completing the Criminal History form, please print clearly as any transcribing errors will delay the fingerprinting process. The name listed on your L-1 Enrollment Fastpass must match the name that your current driver's license has listed.

Certified Substitutes-

Those substitutes who hold or have held any type of Texas Education Agency certification whether the certification is active or non-active must log-in to the SBEC website at www.sbec.state.tx.us to update their current information and request the fingerprinting process. The name listed on your certification **must** match the name that your current driver's license has listed and you **must** list a current email address. Payment for the fingerprinting is available by credit card, debit card, or electronic check in the amount of \$39.50. SBEC will issue and email the substitute the L-1 Fastpass that is required to schedule an appointment with a L-1 Enrollment Identity Solutions location. The contact information is listed at the top of the FastPass form. Upon the appointment, certified substitutes will be required to pay an additional \$9.95 by either check or money order (make checks or money order out to L-1 Enrollment). Provide the receipt given after the prints are taken to Sylvia Burkhalter in WISD Human Resources to have your identification badge issued.. The Human Resource Office is located at 411 N. Gibson St.

Non-certified Substitutes-

Non-certified substitutes will be required to pick up their FastPass from the WISD Human Resource Office on the appointed day given at orientation. Substitute will then schedule an appointment utilizing the contact information given at the top of the page on the FastPass. Upon the appointment, the non-certified substitute will pay \$47.45 by either check or money order (make checks or money order out to L-1 Enrollment). Provide the receipt given after the prints are taken to Sylvia Burkhalter in WISD Human Resources to have your identification badge issued. The Human Resource Office is located at 411 N. Gibson St.

Returning Certified Substitutes-

Those substitutes who hold or have held any type of Texas Education Agency certification whether the certification is active or non-active must log-in to the SBEC website at www.sbec.state.tx.us to update their current information and request the fingerprinting process. The name listed on your certification **must** match the name that your current driver's license has listed and you **must** list a current email address. Payment for the fingerprinting is available by credit card, debit card, or electronic check in the amount of \$39.50. SBEC will issue and email the substitute the L-1 FastPass that is required to schedule an appointment with L-1 Enrollment Identity Solutions location. The contact information is listed at the top of the FastPass form. Upon the appointment, substitutes will be required to pay an additional \$9.95 by either check or money order (make checks or money order out to L-1 Enrollment). Return the receipt given by L-1 Enrollment to the Human Resource Office to have your status changed from "Inactive" to "Active".

Returning Non-certified Substitutes-

Non-certified substitutes will be required to pick up their FastPass from the WISD Human Resource Office beginning September 8th. Substitute will then schedule an appointment utilizing the contact information given at the top of the page on the FastPass. Upon the appointment, the non-certified substitute will pay \$47.45 by either check or money order (make checks or money order out to L-1 Enrollment). Return the receipt given by L-1 Enrollment to the Human Resource Office to have your status changed from "Inactive" to "Active".

L-1 Enrollment requirements:

- 1. Current driver's license**
- 2. Check or money order in the amount dependent on substitutes status (see instructions above)**
- 3. L-1 FastPass with last name and first name matching driver's license.**