

Background Investigation Check Process Update & Certified New Hire Process

Lisa Colón Durham, Director of
Certification and Professional
Standards





Agenda

Background Investigation Check Process Update

- BIC - Idaho Education Laws and Rules
- BIC Process
- BIC Processing Times
- Agency Responsibilities

Certified New Hire Process

- Past Job Performance Request
- Verification of Certification Status





Background Investigation Check (BIC)

Idaho Education Laws and Rules

- [Idaho Code § 33-130](#). The department of education, through the cooperation of the Idaho state police, shall establish a system to obtain a criminal history check on individuals to include, but is not limited to, certificated and noncertificated employees, all applicants for certificates pursuant to chapter 12, title 33, Idaho Code, substitute staff, individuals involved in other types of student training such as practicums and internships, and on all individuals who have unsupervised contact with students in a K-12 setting.



Background Investigation Check (BIC)

Idaho Education Laws and Rules

- [Idaho Code § 33-512\(15\)](#). To require that all certificated and noncertificated employees hired on or after July 1, 2008, and other individuals who are required by the provisions of section 33-130, Idaho Code, to undergo a criminal history check shall submit a completed ten (10) finger fingerprint card or scan to the department of education **no later than five (5) days following the first day of employment or unsupervised contact with students in a K-12 setting, whichever is sooner.**



Background Investigation Check (BIC)

Idaho Education Laws and Rules

- **Senate Bill No. 1094**
 - **Idaho Code 33-130(2)**. The state department of education shall charge all such individuals a fee necessary to cover the cost of undergoing a criminal history check pursuant to this section. The total fee shall be sufficient to cover the net costs charged by the federal bureau of investigation and the state police. A record of all background checks shall be maintained at the state department of education in a data bank for all employees of a school district with a copy going to the employing school district, when requested at the time of the application or within six (6) months following the performance of the criminal history check. A copy shall also be provided to the applicant upon request.



Background Investigation Check (BIC)

BIC Process

Individuals Required to Complete a BIC

- All applicants for certificates
- All public school employees (certificated and non-certificated)
- Substitute teachers
- Contractors who have unsupervised contact with students in a public K-12 setting, including contractors who are providing student services
- Student teachers or any postsecondary candidate who have unsupervised contact with students in a public K-12 setting
- Volunteers who have unsupervised contact with students in a public K-12 setting
- Any individuals who have unsupervised contact with students in a public K-12 setting



Background Investigation Check (BIC)

BIC Process

Reasons for BIC

- Applying for initial or reinstatement of an Idaho Educator Certificate.
- For student teaching
- Employment with an LEA – initial and after a break-in service
- To be placed on the statewide substitute teacher list
- School bus driver contractor
- Other contractor such as SLP, PSR, etc.
- Driver's education instructor
- Summer school educator
- To volunteer in an LEA if they will have unsupervised contact with students in a public K-12 setting



Background Investigation Check (BIC)

BIC Process

Applicant's **first time** completing a BIC or the BIC was completed **more than six months ago**:

- ✓ [Background Investigation Check \(BIC\) Form](#)
- ✓ SDE Fingerprint Card
- ✓ Fingerprint Processing Fee
 - All applicants except for volunteers = \$32.00
 - Volunteers = \$30.75
- ✓ [Instructions for Handling Fingerprint Cards Form](#)
- ✓ [Non-Criminal Justice Privacy Statement Form](#)

Applicant's previous BIC was completed **less than six months ago**:

- ✓ [Background Investigation Check \(BIC\) Form](#)

Forms and additional information may be found at
<http://www.sde.idaho.gov/cert-psc/cert/background-check.html>



Background Investigation Check (BIC)

BIC Process

District BIC Status Report

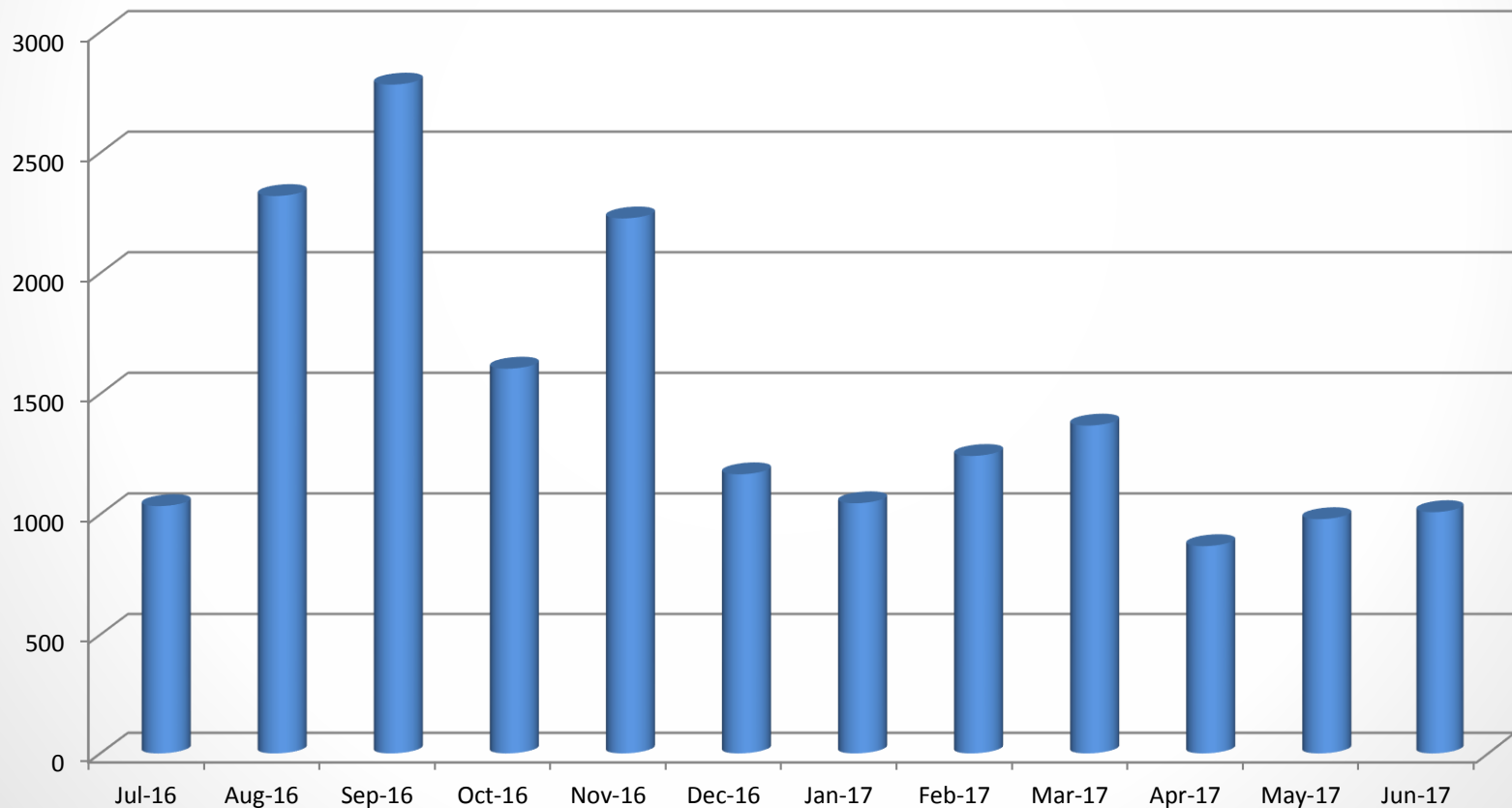
- **In Process** – fingerprints have been scanned
- **Pending** – only used for certification or student teachers as the SDE is waiting for further documentation related to the Identity History Summary (IHS)
- **Cleared** – no information found on IHS
- **Cleared for Certification** – for student teachers only
- **Forwarded** – IHS mailed to district
- **Not-Cleared**
 - for school bus driver contractors that have information on IHS.
 - for certification or student teachers applicants that shall not be certified per Idaho Code 33-1208



Background Investigation Check (BIC)

BIC Processing Times

**2016-2017 Number of Background Investigation Checks
(Total = 17,646)**





Background Investigation Check (BIC)

BIC Processing Times

BIC Average Processing Times

Busy Time (July-November)

- Livescan
 - Results within 1-5 days
 - Identity History Summary (IHS) forwarded within 1-4 weeks
- Non-Livescan
 - Results within 1-4 weeks
 - Identity History Summary (IHS) forwarded within 3-6 weeks.

Off-Season (December-June)

- Livescan
 - Results within 1-3 days
 - Identity History Summary (IHS) forwarded within 1-2 weeks
- Non-Livescan
 - Results within 1-2 weeks
 - Identity History Summary (IHS) forwarded within 2-4 weeks.





Background Investigation Check (BIC)

BIC Processing Times

Fingerprint Scan vs Card Process

➤ **Livescan Process**

- District scans fingerprint card
- District enters applicant data
- District transmits directly to Idaho State Police Bureau of Criminal Identification.
- District escrow account is used for payment

➤ **Non-Livescan Process**

- Fingerprint card mailed to SDE
- SDE receipts payment
- SDE scans fingerprint card
- SDE enters applicant data
- SDE transmits to Idaho State Police Bureau of Criminal Identification





Background Investigation Check (BIC)

BIC Processing Times

Impacts on BIC Processing Times

- Increases Processing Times
 - Returning incomplete fingerprint packets
 - Rejected fingerprints due to poor quality. Those properly trained reduce incidents of rejected fingerprints.
- Decreases Processing Times
 - District setting up an escrow account to pay for fingerprint fees reduces processing time.
 - Districts using a Livescan machine not only reduces processing time, but also the number of incomplete packets that need to be returned.



Background Investigation Check (BIC)

BIC Processing Times

Top Four Reasons for Returning Fingerprint Packets

1. Incomplete Fingerprint Card
 - Incorrect use of hair and eye color codes
 - Incomplete mailing address
 - Missing social security number
 - Missing applicant signature
2. Incorrect Fee
3. Dates & signatures on fingerprint card do not match the Instructions for Handling Fingerprint Cards form
4. Unsigned Non-Criminal Justice Privacy Statement Form



Please use [Directions for Completing Fingerprint Cards](#) to assist with completing the fingerprint card accurately.



Background Investigation Check (BIC)

Agency Responsibilities

State Department of Education

- Process background checks including forwarding Identity History Summaries (IHS) to districts
 - Includes checking the sex offender registry
- Provide guidance and training to LEA's on procedures
- Review IHS reports for individuals applying for certification to make determination on eligibility for certification as per Idaho Code § 33-1208
- Complete desk reviews



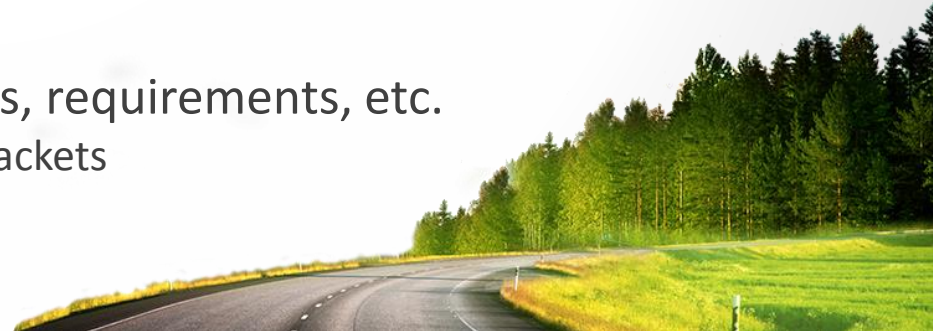


Background Investigation Check (BIC)

Agency Responsibilities

Local Education Agency

- BIC List Maintenance - monthly
 - In-process & pending status over 2 weeks, contact SDE
 - Ensure all employees have a background check through the SDE
 - Stay up to date on the five year checks for substitutes
 - Ensure individuals from universities have background checks
 - Ensure ALL individuals (contractors, volunteers, etc.) that have unsupervised contact with students in a K-12 setting have a background check through the SDE
- Cross check contractors or other persons who have irregular contact with students against the statewide sex offender registry - Idaho Code § 33-512(16)
- Assist individuals with the BIC process, requirements, etc.
 - Check completeness and accuracy of packets





Background Investigation Check (BIC)

Agency Responsibilities

Contractors

- Check employees with the sex offender registry

Universities

- Ensure ALL individuals in university programs that have unsupervised contact with students in a public K-12 setting have a background check through the SDE

Individuals

- Fill out the fingerprint card and all forms correctly
- Submit fingerprint fee
- Understand they may need multiple background checks





Certified New Hire Process

Past Job Performance Request

- [Idaho Code 33-1210](#). Information on past job performance. Before hiring an applicant, a school district shall request the applicant to sign a statement authorizing the applicant's current and past employers
 - to release to the hiring school district all information relating to the job performance and/or job related conduct,
 - to release copies of all documents in the previous employer's files

- A school district shall not hire an applicant who does not sign the statement.

- Not later than twenty (20) business days after receiving a request a school district within Idaho shall provide the information requested.



Certified New Hire Process

Verification of Certification Status

- Idaho Code § 33-1210(5). A hiring district shall request from the office of the superintendent of public instruction verification of certification status, any past or pending violations of the professional code of ethics, any detail as to any prior or pending conditions placed upon a certificate holder's certificate, any prior or pending revocation, suspension or the existence of any prior letters of reprimand ...
- A Past Job Performance Request can be completed online at <http://www.sde.idaho.gov/cert-psc/cert>



Questions

