

Fingerprinting Requirement As Applicable to Different Entity Types

Campus or LEA Employees

As described on the [Fingerprinting for Texas Educators and School District Personnel](#) page of the TEA website, the following personnel are required as a condition of employment to submit their fingerprints to either SBEC or TEA:

- Certified educators
- Substitute teachers
- Employees of an LEA or campus who hold a certification other than a teaching certificate
- Noncertified employees of an LEA or campus
- Employees of an SSA, if the employee's duties are performed on school property or at another location where students are regularly present

All the above-named employees of a campus or LEA should, before beginning employment, already be in compliance with the fingerprinting requirement, regardless of whether the campus or LEA is a recipient of grant funds administered by TEA.

LEA or SSA Contractors

In addition, per TEC §22.0834, any person who is offered employment by an entity that contracts with an LEA or SSA, or any subcontractor to that entity, is subject to the same fingerprinting requirement, as long as the person meets both the following conditions:

- The employee or applicant has or will have continuing duties related to the contracted services.
- The employee or applicant has, will have, or may potentially have direct contact with students on school property or at another location where students are regularly present

LEAs and SSAs should refer to the Instructions for Contractors document, posted under the Information for School District Contractors link on the [Fingerprinting for Texas Educators and School District Personnel](#) page of the TEA website, for information on how to comply with the fingerprinting requirement for contractors meeting the above two conditions.

All the above-referenced contractors of an LEA or SSA should, before beginning employment, already be in compliance with the fingerprinting requirement, regardless of whether the LEA or SSA is a recipient of grant funds administered by TEA.

Institution of Higher Education, Nonprofit, and For-Profit Grantees

Employees of institutions of higher education (IHEs), nonprofit, or for-profit organizations receiving grant funds from TEA are subject to the fingerprinting requirement, as long as those employees meet the two conditions described above.

By signing or certifying the grant application, the grantee provides assurance to TEA that all its employees, subcontractors, and subgrantees comply with the fingerprinting requirement for every individual who has continuing duties under the subcontract or subgrant and/or who has, will have, or potentially may have direct contact with students on school property or at another location where students are regularly present.

The grantee is responsible for the following:

- Contacting the Department of Public Safety to set up a secure site account to monitor progress
- Collecting personal information for all applicable employees, subcontractors, or subgrantees

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- Communicating instructions to those individuals on how fingerprints must be submitted, including information indicating that the individual is responsible for all associated fees
- Reviewing each individual's criminal history and ensuring that all employees of the subcontractor or subgrantee are eligible for employment under the grant
- Maintaining any applicable and necessary files related to criminal history background checks in case of audit
- Providing assurance to campus administrator that all applicable grant and subcontract employees have met the fingerprinting requirement, that they are eligible to be on campus, and that criminal histories are available on request to the campus administrator

For instructions, grantees should refer to the Instructions for Contractors document, posted under the Information for School District Contractors link on the [Fingerprinting for Texas Educators and School District Personnel](#) page of the TEA website. The grantee should contact the TEA program division with any questions regarding the fingerprinting requirement for its subgrantees.

The Fingerprinting Unit does not review the criminal history of these individuals or confirm their eligibility for employment under the grant.