

EMPLOYERS (School Districts/Charter Schools, Cooperatives, Employment Agencies) and Educator Preparation Programs (for Pre-service Teachers) paying for the state and federal criminal records check, follow these steps:

EMPLOYER IS INITIATING THE BACKGROUND CHECK	INSTRUCTIONS	WEBSITE LOCATIONS
<p>"EMPLOYER"</p> <ul style="list-style-type: none"> School District Charter School Education Service Cooperative Employment Agency Educator Preparation Program (for Pre-service Teachers) 	<p>STEP ONE {PAYMENT}</p> <p>To initiate online and be billed for the background check, you must be a subscriber to the ASP Online Background Check System through INA. (See Notes Below)</p>	<p>Employer INA Subscription Link: https://www.ark.org/subscribe/index.php</p>
	<p>STEP TWO (CONSENT FORM)</p> <p>Have your applicant complete the ONLINE CONSENT FORM.</p> <ul style="list-style-type: none"> The applicant should print the form when completed. (The applicant may download the form to a mobile device.) 	<p>Copy and paste link: https://aels.ade.arkansas.gov/AELS/Consent/Consent1.aspx</p>
	<p>STEP THREE (FINGERPRINTING)</p> <p>Direct the applicant to a live scan (electronic) fingerprinting location*. The applicant will need to bring with them:</p> <ul style="list-style-type: none"> The printed consent form. The applicant's government-issued photo ID The transaction number provided by the school district 	<p>List of Approved Live Scan Locations-</p> <p>https://dese.ade.arkansas.gov/Files/20201102144543_Live_Scan_Locations_rev_10.10.2019web1.pdf</p>

Additional Notes:

- * When subscribing with INA, check the following boxes-
 - On "New Account Activation" screen, check Criminal Background Checks State Police
 - On "Criminal Background Checks" screen, check
 - / / EDUC Employment (Classified)
 - / / EDUC Employment (Fiscal Officer)
 - / / EDUC Employment (Substitute Teacher)
 - / / EDUC Licensed (Teacher) Transfer of Employment
 - / / EDUC Teacher (Licensure, Renewal, Lifetime)
 - / / EDUC Teacher (Pre-Service)
- * Local law enforcement offices do NOT typically offer live scan fingerprinting for school employees.
- * If electronic fingerprinting is not used or the fingerprints cannot be obtained by electronic fingerprinting, the **applicant must obtain an ADE preprinted fingerprint card. NO OTHER FINGERPRINT CARD IS ACCEPTED.** If a fingerprint card other than an ADE preprinted fingerprint card is used, the fingerprint card will be returned to the applicant, who will have to be re-fingerprinted. Note that a background check using a fingerprint card will take longer to process.
- * If fingerprints are rejected by the FBI, the applicant will be asked to obtain inked fingerprints. The State Police will send the applicant a letter and the instructions in that letter should be followed explicitly. If the inked fingerprints are also rejected, the FBI will conduct a records check using the applicant's name.