

# Background Check Procedure

Licensed Educator	Classified Employee
<p><b>Step 1: Consent Form</b>  <a href="https://adeaels.arkansas.gov/AelsWeb/Consent/Consent1.aspx">https://adeaels.arkansas.gov/AelsWeb/Consent/Consent1.aspx</a></p> <ul style="list-style-type: none"> <li>• Select Employer – <i>Bryant School District</i></li> <li>• Reason for Fingerprinting                             <ul style="list-style-type: none"> <li>○ Teacher (Transfer of Employment)</li> <li>○ Teacher (Licensure, Renewal, Lifetime)</li> <li>○ Teacher (Pre-Service)</li> <li>○ Fiscal Officer</li> </ul> </li> <li>• Complete the Form</li> <li>• Print (or download to print later)</li> </ul>	<p><b>Step 1: Consent Form</b>  <a href="https://adeaels.arkansas.gov/AelsWeb/Consent/Consent1.aspx">https://adeaels.arkansas.gov/AelsWeb/Consent/Consent1.aspx</a></p> <ul style="list-style-type: none"> <li>• Select Employer – <i>Bryant School District</i></li> <li>• Reason for fingerprinting                             <ul style="list-style-type: none"> <li>○ Employment (Classified)</li> <li>○ Employment (Substitute Teacher)</li> <li>○ Fiscal Officer</li> </ul> </li> <li>• Complete the form</li> <li>• Print (or download to print later)</li> </ul>
<p><b>Step 2: Background Check Payment</b>  <a href="https://www.ark.org/ade/licensure_cbc/index.php">https://www.ark.org/ade/licensure_cbc/index.php</a></p> <ul style="list-style-type: none"> <li>• Select Employer – <i>Bryant School District</i></li> <li>• Enter Verification Code - <b>6303000</b></li> <li>• Reason for Fingerprinting                             <ul style="list-style-type: none"> <li>○ Teacher (Transfer of Employment)</li> <li>○ Teacher (Licensure, Renewal, Lifetime)</li> <li>○ Teacher (Pre-Service)</li> <li>○ Fiscal Officer</li> </ul> </li> <li>• Complete the Payment of \$38.25 with a debit or credit card</li> <li>• Print receipt</li> </ul>	<p><b>Step 2: Background Check Payment</b>  <a href="https://www.ark.org/ade/licensure_cbc/index.php">https://www.ark.org/ade/licensure_cbc/index.php</a></p> <ul style="list-style-type: none"> <li>• Select Employer – <i>Bryant School District</i></li> <li>• Enter Verification Code - <b>6303000</b></li> <li>• Reason for Fingerprinting                             <ul style="list-style-type: none"> <li>○ Employment (Classified)</li> <li>○ Employment (Substitute Teacher)</li> <li>○ Fiscal Officer</li> </ul> </li> <li>• Complete the Payment of \$38.25 with a debit or credit card</li> <li>• Print receipt</li> </ul>
<p><b>Step 3: Live Scan Location</b> (or email the address below to schedule an appointment at Bryant)  <a href="http://www.arkansased.gov/topics#B">http://www.arkansased.gov/topics#B</a></p> <ul style="list-style-type: none"> <li>• Select Background Checks</li> <li>• Select List of Approved Live Scan Locations Under Related Files</li> <li>• Present your Consent Form, Receipt, and Gov't Issued I.D.</li> </ul>	<p><b>Step 3: Live Scan Location</b> (or email the address below to schedule an appointment at Bryant)  <a href="http://www.arkansased.gov/topics#B">http://www.arkansased.gov/topics#B</a></p> <ul style="list-style-type: none"> <li>• Select Background Checks</li> <li>• Select List of Approved Live Scan Locations Under Related Files</li> <li>• Present your Consent Form, Receipt, and Gov't Issued I.D.</li> </ul>
<p><b>Step 4: Child Maltreatment Central Registry</b>  <a href="http://bit.ly/2Aij2nk">http://bit.ly/2Aij2nk</a></p> <ul style="list-style-type: none"> <li>• Complete the Child Maltreatment Central Registry form</li> <li>• Sign the form before a notary public (a notary is available at Bryant)</li> <li>• Pay with a preprinted check or money order for \$10.00 payable to "DHS"</li> <li>• Mail the form and payment to DHS at the address on the form</li> </ul>	<p><b>Step 4: Child Maltreatment Central Registry</b>  <a href="http://bit.ly/2Aij2nk">http://bit.ly/2Aij2nk</a></p> <ul style="list-style-type: none"> <li>• Complete the Child Maltreatment Central Registry form</li> <li>• Sign the form before a notary public (a notary is available at Bryant)</li> <li>• Pay with a preprinted check or money order for \$10.00 payable to "DHS"</li> <li>• Mail the form and payment to DHS at the address on the form</li> </ul>