

“FREQUENTLY ASKED QUESTIONS”

1. *Who needs to be fingerprinted?*

In accordance with current statute, **any person who is employed by a local board of education** must submit to a state and national criminal history record check within the first **30** days of the date of employment. The only exception is for Adult Education teachers who are not required to hold certification for their positions (non-mandated, general interest programs only), are not required to submit to the criminal history check unless directed by the employing district.

2. *How do I request a criminal history record check?*

A person may obtain fingerprint packets and have their fingerprints taken at a local board of education, Regional Educational Service Center (RESC) or a state or local police station in the district they are hired. Please Note: Not all Boards of Education & police offer fingerprinting services, so we suggest you call before you go there.

3. *If I am fingerprinted at EDUCATION CONNECTION, can my fingerprints be shared with other districts?*

Yes. Individuals fingerprinted at EDUCATION CONNECTION may have their results shared with local or regional boards of education. As part of the fee paid to EDUCATION CONNECTION, the interested party can request that EDUCATION CONNECTION send results to any of our 30 member districts (*private and independent schools not included*). If results need to be sent to a Connecticut school district or authorized agency outside of our 30 member districts, a \$1.00 fee, per request, will be charged.

4. *If I am fingerprinted by a local school district, police department or by the State Police Bureau of Identification, can my results be shared with other districts?*

No. This is the advantage of having a RESC, such as EDUCATION CONNECTION, provide you with fingerprinting services.

5. *A criminal history background check (fingerprinting) was done last year for school “District X.” I worked in that district for the entire year. Do I need to be fingerprinted again if I am applying to work in another district as a full-time, regular employee?*

Yes. All non-substitute employees that change school districts must be re-fingerprinted within the first 30 days of new employment.

6. *I worked as a substitute in “District X” for two weeks last year. Do I need to be fingerprinted again?*

No. For substitutes, continuous employment is the equivalent of one day of service per school year.

7. *I was fingerprinted last year but was never employed by a board of education. Now that I have been hired, do I need to submit to a new criminal background check?*

Yes. You must do so within the first 30 days of employment.

8. *Are school volunteers required to have a criminal background check?*

No. Statute does not require that volunteers submit to the criminal background check. However, school districts are entitled to establish additional policies concerning criminal background checks (fingerprinting).

9. *Are employees of private or independent schools required to submit to criminal background checks?*

No. The statute does not require criminal background checks for private or independent schools. However, these schools are permitted by law to require criminal background checks (fingerprinting).