

# Criminal History Reviews 101

Office of Educator Certification

P.O. Box 302101

Montgomery, AL 36130-2101

(334) 694-4557



Background Review Staff

Kennita Betts:  
kbetts@alsde.edu

Tonjanesia Brown:  
tbrown1@alsde.edu

Virginia Knight:  
vknight@alsde.edu

Stacey Stallworth:  
sstallworth@alsde.edu

Corey Martin:  
cmartin@alsde.edu  
(334) 694-4579

Please do not share  
this information with  
the applicants!

(334) 694-4557: Phone number for applicants  
(334) 694-4959: Fax number for applicants

Click below for information pertaining to background checks for:

- Contact Information**
  - Gemalto Cogent Inc  
639 N Rosemead Blvd,  
Pasadena, CA 91107
- Useful Links**
  - [Cogent website](#)
  - [Applicant System](#)
- Others**
  - [Q&A](#)



**ALSDE Fingerprint Site**

Please Note: Beginning **February 9, 2018** at 6:00PM Pacific Time – **February 11, 2018**, at 11:59PM Pacific Time, Fingerprint site services, will not be available during the scheduled outage.

Maintenance Notification: This site and all applicant processing services will be offline for regularly scheduled maintenance every third Saturday of each month starting at 10pm Central Time and lasting up to two hours.



Contact Information

- > [Alabama Department of Education](#)
- > [Alabama Department of Insurance](#)
- > [Alabama Real Estate Commission](#)
- > [Producer License Division](#)

Helpful Links

- > [Find a Print Location](#)
- > [Print a Fingerprint Receipt](#)
- > [Pay and Print Invoices](#)
- > [What ID To Bring](#)
- > [Privacy Policy](#)
- > [Current WE](#)

General Information

- > [Fingerprinting Overview](#)
- > [Reprints/Rejections/Resubmissions](#)
- > [Fingerprint Cards - Out of State only](#)

Print Site Locations

- > [Print Locations & Hours](#)
- > [What to Bring: ID Verification](#)
- > [Proof of Transaction \(Receipts\)](#)

FAQ's

- > [Who to Call](#)
- > [FAQs - Answers to Common Questions](#)
- > [WE](#)

Registration

- > [Registration Procedures](#)
- > [Register Online](#)
- > [Modify Registration](#)
- > [Cancel Registration](#)
- > [Registration Status](#)

Agency Use

- > [Agency Billing Agreement](#)
- > [Login](#)

Site Use

- > [Login](#)
- > [Want to be a public fingerprint site?](#)



Maintenance Notification: This site and all applicant processing services will be offline for regularly scheduled maintenance every third Saturday of each month starting at 10pm Central Time and lasting up to two hours.

**Please Note:** Beginning June 12 2015, Gemalto's commonly used registration link will be changed. A new "pop-up" window will now appear and redirect users from [cogentid.3m.com](http://cogentid.3m.com) to [aps.3m.com](http://aps.3m.com). The new Gemalto URL contains increased security, and users will experience no change in how registration processing takes place.



## Applicant Fingerprinting Online Services

### Applicant Registration

#### Step 1 - Please Select Application Type

**Applicants should select the correct position type during fingerprint registration. If the incorrect position type is selected, the ALSDE requires written verification of the applicant position type from the school district.**

**Please submit the application and \$30 fee as soon as possible. The fingerprint results cannot be processed until the application and fee are on file.**

Application Type \*

- Certification as an Educator  
(Check here if you are applying for initial Professional Educator certification in Alabama, renewing a valid Professional Educator's Certificate, or reinstating an expired Professional Educator's Certificate.)
- Admission to a Teacher Education Program/Internship  
(Check here if you attend an Alabama College or University and are being fingerprinted for admittance to a Teacher Education Program.)
- Substitute Teacher License  
(Check here if you are being fingerprinted for the purposes of obtaining a Substitute Teacher's License in Alabama.)
- Employment in a classified position  
(Check here if you are seeking employment in a non-certified/licensed position. Examples may include but are not limited to the following: secretary, instructional aide, custodian, lunchroom worker, bus aide, contractor, etc.)
- Employment as a school bus driver  
(Check here if you are seeking employment as a school bus driver.)



**Individuals required to complete a criminal history background check through ALSDE:**

- ✓ Adjunct Instructor
- ✓ Bus Drivers
- ✓ Bus Mechanics
- ✓ Child Nutrition Workers
- ✓ Custodial Staff
- ✓ Paraprofessionals
- ✓ Secretarial Staff
- ✓ Student Interns
- ✓ Substitute License Holders
- ✓ Third Party Contractors
- ✓ Virtual Instructors
- ✓ Dual Enrollment Instructors
- ✓ Or any other employees/contractors  
with unsupervised access to students



## BACKGROUND REVIEW STATUS MESSAGE

STATUS	MESSAGE DISPLAYED
No Fingerprints on file	Fingerprints are required for this individual.
ALSDE clearance received	Individual has completed a criminal history background check as of <b>October 1, 2019</b> and is suitable and fit to teach under state law.
Revoked	One or more certificates or licenses for this individual has been revoked. Please refer to each individual certificate or license status.
Suspended	One or more certificates or licenses for this individual has been suspended. Please refer to each individual certificate or license status.
Denied	One or more certificates or licenses for this individual has been denied. Please refer to each individual certificate or license status.
Voluntary Surrender	One or more certificates or licenses for this individual has been voluntarily surrendered. Please refer to each individual certificate or license status.
Unsuitable	This individual has been deemed unsuitable or unfit to teach under state law.
Mailed to system	A criminal history background check for purposes of classified employment was completed on <b>October 1, 2019</b> . The results were sent to the school system requesting the check.
EMP Conviction Letter	A criminal history background check for purposes of classified employment was completed on <b>October 1, 2019</b> . The results were sent to the school system requesting the check.
Closed Letter	The background check for this individual has not been completed due to the applicant's failure to submit information.
Pending Background Check	The background check for this individual is pending.
<b>*Probation</b>	<b>This individual has been placed on probation. The individual's certification and/or license remains valid during this period; and, the individual is eligible for employment.</b>
<b>*Investigation</b>	Individual has been given notice of proposed adverse action. Please refer to each individual certificate or license status.
<b>*Investigation-Expired Cert-Renewal on file</b>	<b>Individual has been given notice of proposed adverse action up to and including the revocation or denial of certification or licensure; application to renew on file; certification or licensure remains valid under Ala. Code 41-22-19(b) (1975).</b> Please refer to each individual certificate or license status.
<b>*Notice of Incident</b>	<b>Review pending. This message will be updated as soon as possible.</b> Please refer to each individual certificate or license status.
<b>*NASDTEC</b>	<b>Adverse action against the individual's certification or licensure has reportedly been taken by another state's department of education or similar agency; at this time the Department has not proposed any adverse action against the individual's certification or licensure. This status will be updated as soon as possible.</b> Please refer to each individual certificate or license status.
Questionable Status	Status information is not available for this individual.
Closed File	Status information is not available for this individual.
Private School Background Check	<b>This individual completed a background check nonpublic school employment on October 1, 2019 and is suitable and fit to teach in a K-12 nonpublic school. See the information and disclaimer section for more details.</b>

First Name:

Middle Name:

Maiden Name:

Birth Year (YYYY):

ALSDE ID:

SSN:

0 0 0

**Search by:**  
**Name**  
**TCH**  
**Number**

Certificate Details

DETAILS COURSES

A 5-character endorsement code system is being implemented. During the transition, the endorsement name with its current 3-character code and new 5-character code will appear on the certificate.

**Legend and Terminology**

Certificates marked as 'Class B' indicate Bachelor's degree level.  
 Certificates marked as 'Class A' indicate Master's degree level.  
 Certificates marked as 'Class AA' indicate Sixth-year program level.

- A valid certificate, in general, authorizes the certificate holder to work in the specified capacity in a public school or school system in Alabama. Under state law, individuals are not authorized to teach, substitute teach, or drive a school bus without a valid certification or license.
- A valid certificate with an asterisk indicates that the individual's certification would have expired but for the individual's timely application to renew it.
- A suspended certificate, in general, prohibits the certificate holder from being eligible to work in the specified capacity for a public school or school system in Alabama.
- A revoked or denied certificate, in general, prohibits the former certificate holder from being eligible to work in the specified capacity for a public school or school system in Alabama.
- A status of unsuitable indicates that the individual was not suitable for admission to a teacher education program or for employment around children in an educational setting.
- A surrendered certification or license means that the individual has given up all rights and privileges associated with holding such a certification or license.
- A person who is on probation with a valid certification may work for a public school or school system in Alabama. A period of probation is not a prohibition of the employment of the individual.

**Information and Disclaimer**

A person who has timely applied to renew his or her certificate is deemed by the Department to have a valid certificate during the pendency of his or her application even if the old certificate has expired.

Under Alabama Code § 16-23-5 (1975), and Administrative Code rule 290-3-2-.04 (2019), the State Superintendent of Education has the authority to refuse to issue, suspend, revoke, or impose other appropriate sanctions upon any certificate issued by the Alabama State Department of Education when the holder has been guilty of immoral conduct or unbecoming or indecent behavior.

Sometimes a settlement agreement with the Respondent is reached wherein the Respondent does not necessarily admit to wrongdoing, but agrees to have various conditions, some of which may be reflected on this website, put on his or her certification. If you would like a copy of the final resolution of any administrative case please make an Open Record Act request by completing the online forms available [here](#).

**The reason for a person's background check affects the type of background check performed.** There is a difference in the checks for nonpublic employment, non-certified public employment, and certified employment/applications for certification. For example, Alabama Code § 16-22A-3(17)(a) (1975) defines the suitability criteria for nonpublic employment as follows: "An individual who has not been convicted of a child abuse crime, as defined herein as a crime committed under the law of the state that involves the physical or mental injury, sexual abuse or exploitation, or maltreatment of a child, shall be deemed suitable for employment."

As of today's date, the Department of Education, like other Alabama state agencies, does not receive any updates from the FBI or State Bureau of Investigation for any new arrests that occur outside of the state of Alabama. Therefore, pursuant to Ala. Code §16-22A-6(c)(4)(1975) if an individual is seeking employment with your school or school system, he or she should complete a new criminal history check once an offer of employment has been made. Additionally, if an applicant is financially unable to pay the cost of the criminal history check, the prospective employer may pay the fee associated with that check pursuant to Ala. Code §16-22A-5(g)(1975).

Please note that the Department of Education's criminal history information check is, for the most part, only as good as the information that is provided to ALEA or to the FBI.

It is possible that an individual's status is listed erroneously. Please contact the Alabama State Department of Education's Section of Educator Certification if you observe any errors. To reduce the risk of any misidentification of an employee or potential employee, authorized users should login and use the teacher's unique certification identification number or social security number for certification verification purposes.

This screen can be considered official documentation of your Certification, Highly Qualified and/or Background Check Status at the time of its printing.

**Background Review**

Status	System Of Record
Individual has completed a criminal history background check as of 07/07/2021 and is suitable and fit to teach under state law.	Learning Tree Inc

Highest Degree/Equivalency for Pay Purposes  
 [No Data]

**This applicant is clear and suitable for private school employment. If they seek employment with a public or charter school, they should reregister and resubmit fingerprints.**



- **Upon completion of the criminal history background review process, the applicant and the school district will receive official correspondence from our agency.**
- **Even if the applicant does not complete the process, the school district will be notified.**

Suitability Letter

Conviction Letter

In-House Letter

Close Letter

Request Records  
Letter  
(Applicant Only)



## **The Requirement to Report Misconduct**

Each superintendent shall submit to the Alabama State Superintendent of Education within ten calendar days of the decision, the name and social security number of each employee holding an Alabama certificate or license who is terminated, or non-renewed, resigns, or is placed on administrative leave for cause, and shall indicate the reason for such action. Superintendents shall provide personnel records and all investigative information immediately upon request by the Alabama State Superintendent of Education. Superintendents shall not be required to report teachers who are non-renewed without cause. Failure to comply may result in disciplinary action against the employing superintendent.

*Ala. Admin. Code r. 290-3-2-.04(2)*

### **Events That Trigger a Requirement to Report**

- Employment is terminated for cause
- Contract is non-renewed for cause
- Resignation is received "for cause" (under suspicious circumstances)
- Placement on administrative leave for cause

### **Examples of Misconduct Requiring a Report**

- Allegations of sexual contact or a sexual relationship between a teacher and a child or student. This includes, but is not limited to, rape, sodomy, dating, explicit text messages, "sexting," inappropriate intimate contact, possession of child pornography, or professions of romantic love.
- Allegations of the maltreatment of a child or student. This includes, but is not limited to, child abuse, child neglect, beating a student, choking a student, slapping a student, throwing a drink or food into a student's face, or humiliating a student.
- Allegations of illegal drug use, sale, distribution, or manufacture by a teacher. This includes, but is not limited to, public intoxication especially at school, the use of marijuana especially if by a bus driver, the illegal distribution of any drug, the illegal manufacturing of any drug, or the abuse of prescription drugs.
- Allegations of property crimes. This includes, but is not limited to, stealing from a school system, misusing public or student money, or using public resources or positions for private gain.
- Allegations of cheating on standardized student assessments. This includes, but is not limited to, violating any testing rule established by the Department of Education.
- Allegations of falsifying or manipulating student data. This includes, but is not limited to, falsifying attendance records, transcripts, or grades.
- Allegations of falsifying professional qualifications or important documents.
- Allegations of the harassment of colleagues.

Reports should be mailed to:  
Mr. Corey Martin, Assistant Coordinator Background Review  
Alabama State Department of Education  
Office of Teaching and Leading  
Educator Certification Section  
P.O. Box 302101  
Montgomery, AL 36130-2101

Additional questions may be directed to the Educator Certification Section at (334) 694-4557.