

DIVISION OF ELEMENTARY & SECONDARY EDUCATION

The Arkansas State Police (ASP), in collaboration with the Division of Elementary and Secondary Education (DESE) will allow flexibility on the 14-day requirement to have fingerprints taken. This will allow individuals **up to 180 days to present the transaction I.D. and complete the fingerprinting process**. Background checks will still need to be initiated.

Admission and Licensure Background Checks

• For Program Admission

All candidates seeking admission to an initial licensure program must complete both parts of the background check process as a requirement for program admission. This process can take 3-4 weeks to complete. Begin this process early so that it does not delay acceptance into the teacher education program.

• For Initial and Provisional Licenses

Provisional and initial licenses require an approved criminal history check (ASP & FBI) and Arkansas Child Maltreatment Central Registry check that is **less than one year old**.

Background Check Process

Step One: Online Background Check Consent Form

• Select the correct reason for your background check: Teacher (Pre-Service).

Step Two: Background Check Payment

- Use 8800002 for the Verification Code
- Select EDUC Teacher (Pre-Service) for Reason Fingerprinted

Step Three: List of Approved Live Scan Locations

- **In-state applicants** proceed to your nearest Approved Live Scan Location to complete the fingerprinting process. At your scheduled Live Scan appointment, bring the following:
 - Your printed consent form (from Step 1 above)
 - Your printed payment receipt with Transaction ID (from Step 2 above)
 - Your government issued ID (e.g., driver's license)
- **Out-of-state applicants** must obtain a pre-printed fingerprint card from the Arkansas Department of Education (ADE). You may do this by submitting your name and mailing address to: ade.educatorlicensure@arkansas.gov.

Step Four: Arkansas Child Maltreatment Central Registry Check

 This process may be completed online or by mail. Before submitting the Arkansas Child Maltreatment Central Registry Request Form, this form must be signed in the presence of a notary. A fee of \$10.00 is payable to the Arkansas Department of Human Services. Pre-service and currently licensed teachers, mark Licensed Teacher as the applicant type. Allow 7-10 days for your Child Maltreatment Registry Check to be Approved if submitted online. Allow 4-6 weeks if you mail this form. If you have questions or problems, contact the Arkansas Department of Human Services at (501) 682-0405.

Step Five: Verify Your Background Check is Approved

- Please allow **four weeks** for the background clearance status to be determined before contacting Arkansas Department of Education
- Login to your account at the Arkansas Educator Licensure System (AELS)
 https://adeaels.arkansas.gov/AelsWeb/Account/TeacherLogin.aspx
- Select View current license information
- You have completed the background check process when "cleared dates" that are less than one year apart are recorded in the following boxes marked in red below:

n-Criminal Background Information (No	CBC)	Status: Cleared
NCBC Action Date:	6 Month Effective Date:	6 Month Expiration Date:
ASP Cleared Date: 11/30/2020	FBI Cleared Date: 12/10/2020	Central Registry Cleared Date: 1/7/2021

Disqualifying Offenses

Arkansas State, FBI, and Child Maltreatment Central registry background checks are required for student teaching internship, first time licensure and all licensure renewals, first employment or change of employment in a public school, charter school, or education service cooperative.

Arkansas Code Ann. §§ 6-17-410 and 6-17-414 identify the disqualifying offenses. A summary list may be found at: Disqualifying Offenses (PDF).

For more information, please contact:

Clara Toney, Public School Program Advisor

Office of Educator Licensure Arkansas Department of Education Four Capitol Mall, Room 102-B Little Rock, AR 72201 Phone: 501-682-4342 Fax: 501-682-4898 Email: Clara.Toney@arkansas.gov

Jennifer Link, Educator Licensure Attorney

Office of Educator Licensure Arkansas Department of Education Four Capitol Mall, Room 104-B Little Rock, AR 72201 Phone: 501-682-4342 Fax: 501-682-4898 Email: Jennifer.Link@arkansas.gov

Arkansas Educator	Licensure S	ystem

BACKGROUND CHECK CONSENT FORM

STEP 2. APPLICANT INFORMATION

Employer											
Employer (for Pre-Service Teacher, select	t the educator	preparation program	1)								
(Please Choose Employer)									Ŧ		
If your employer is not listed, select Arkans	sas Departme	nt of Education									
Applicant Name											
First Name			Middle Initial		Last Name			Suffix			
First Name MI			MI		Last Name			Suffix			
Any Alternative Names, Last Names, Fo	ormer/Maiden	Names, or Aliases	(optional)								
Alternative Names, Last Names, Former	r/Maiden Nam	es, or Aliases									
Applicant Information											
Place of Birth (State or Country)				Date of Birth		Social Securi	ty Number				
Place of Birth				MM/DD/YYYY		Social Security Number					
Driver License State				Driver License Number							
Arkansas			*	Driver License Number							
APPLICANT Address											
Applicant Address											
City				State		ZIP Code					
City				Arkansas	*	ZIP					
Sex		Race			Eye Color		Hair Color				
(Choose)	~	(Choose)		~	(Choose)	~	(Choose)		~		
Height Feet		Inches			Weight						
FT	feet	IN		inches	Weight	lbs					
Telephone Number (NOT your employer's	telephone)			Email Address (N	IOT your employer's email address	;)					
Telephone			Email Address								
Please verify your information before of To insure the security and privacy of your		n, once you leave this	s page, you cannot	make any change	s without starting a new form.						
Continue >											



Instructions for Payment for Online Arkansas State Police and FBI Background Checks

- 1. Go to www.ar.gov/ADEbackground
- 2. Choose a School District or if unknown or not applicable select Arkansas Department of Education
- 3. Reason Fingerprinted-make sure you choose the correct reason

*Reason Fingerprinted	Choose Reason							
*Email Address	Choose Reason							
	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)							

- 4. Enter email address and click Submit button to go to the next page.
- 5. Please fill in all required fields.
- 6. Complete payment summary page and click confirm button.
- 7. After verifying your information click the submit button to complete the transaction.
- 8. A printable receipt (example shown below) will appear with a transaction number at the bottom. The Live Scan Site must have this transaction number to complete the FBI fingerprinting.
- 9. Once you have a made your payment, bring your receipt from the online payment, which has a transaction number and a Government Issued Photo ID to the Live Scan site, located in Arkansas ONLY. <u>Map of Live Scan sites</u>.
- 10. Total cost is \$38.25 for both the ASP and FBI background checks
- 11. Debit or Credit Only

EXAMPLE

Thank you. Your payment is complete.

Within 14 days you must present the transaction number below at time of fingerprinting (or this submission will expire and another payment will be required).

Your account will be charged by Arkansas GovPay - Arkansas Government Services.

Payment Summary		
Amount Paid:	\$36.25	
Arkansas.gov Total:	\$38.25	
Payment Status:	Complete	
Order Date/Time:	01/01/2020 08:23:20 PM	
Confirmation Number (Order Id):	******0123	
Name on card:	Red Wolf	
Email Address:	red.wolf@smail.astate.edu	
Phone Number:	870-999-0123	
Billing Address:	123 RedWolf Blvd	
	State University, AR 72467	
	US	
Troppostion Number	EDC00000400	

Transaction Number: EDC00000123



ARKANSAS DEPARTMENT OF EDUCATION

Online Background Check System

This site is used to **initiate** and **pay** for state and federal criminal records checks for preservice teachers, licensing of educators, and employment in an Arkansas public school district, charter school, education service cooperative, or other educational entity identified below.

This site may NOT be used to obtain a state or federal criminal records check for any reason other than one of the reasons listed below (for example, NO Department of Human Services background checks, hand gun personal carry, etc.) You ust check the CORRECT reason.

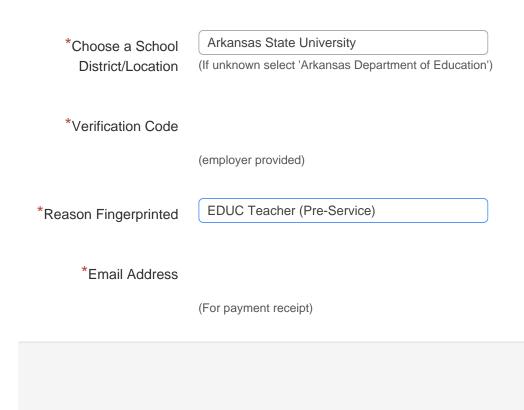
After submission of this form, **print or save the receipt** and complete the process of fingerprinting as instructed by your employer and as provided in the Department of Education Rules Governing Background Checks.

Payment for the background checks is by debit or credit card only. NO REFUNDS WILL BE ISSUED.

NOTE: The Child Maltreatment Central Registry check is not available on this web page and may NOT be paid through this web page. See the instructions on the Department of Education website under Background Check Requirements.

Asterisk (*) denotes required fields

Begin Process



LIVE SCAN LOCATIONS

EDUCATION SERVICE COOPERATIVES

Arch Ford Education Service Cooperative	Northwest Education Service Cooperative
Phillip Young, Director	Charles Cudney, Director
101 Bulldog Drive	4 North Double Springs Road
Plumerville, AR 72127	Farmington, AR 72730
Phone: (501) 354-2269	Phone: 479-267-7450
Arkansas River Education Service Cooperative	Ozarks Unlimited Resource Education Service
Cathi Swan, Director	Cooperative
912 West Sixth Avenue	Rick Nance, Director
Pine Bluff, AR 71601	5823 Resource Drive
Phone: 870-534-6129	Harrison, AR 72601
	Phone: (870) 302-3100
Crowley's Ridge Education Service Cooperative	
Pamela Castor, Director	South Central Education Service Cooperative
1606 Pine Grove Lane	Karen Kay McMahen, Director
Harrisburg, AR 72432	2235 California Avenue Southwest
Phone: 870-578-5426	Camden, AR 71701
	Phone: 870-836-1600
Dawson Education Service Cooperative	
Darin Beckwith, Director	Southeast Arkansas Education Service Cooperative
711 Clinton Street, Suite 201	Karen Eoff, Director
Arkadelphia, AR 71923	1022 Scogin Drive
Phone: 870-246-3077	Monticello, AR 71655
	Phone: 870-367-6848
DeQueen/Mena Education Service Cooperative	
John Ponder, Director	Southwest Arkansas Education Cooperative
305 South Hornberg Avenue	Phoebe Bailey, Director
Gillham, AR 71841	2502 South Main
Phone: 479-385-4319	Hope, AR 71801
	Phone: 870-777-3076
Great Rivers Education Service Cooperative	
Suzann McCommon, Director	Guy Fenter Education Cooperative
P.O. Box 2837	Roy Hester, Director
Helena-West Helena, AR 72390	3010 East Highway 22, Suite A
Phone: 870-338-6461	Branch, AR 72928
	Phone: 479-965-2191
Northcentral Arkansas Education Service	
Cooperative	Wilbur D. Mills Educational Cooperative
Gerald Cooper, Director 99 Haley Street	Jeff Williams, Director
Melbourne, AR 72556 PH. 870-368-7955	P.O. Box 850
······································	Beebe, AR 72012
	Phone: 501-882-5467
Northeast Arkansas Education Service	
Cooperative	Arkansas Department of Education
Donna Harris, Director	Jennifer Link, Attorney
211 West Hickory Service	4 State Capitol Mall Rm 102B
Walnut Ridge, AR 72476	Little Rock, AR 72201
Phone: 870-886-7717	Phone: 501-682-4342
	Fax: 501-682-4898

Live scan fingerprinting is available at the Department of Education:

Arkansas Department of Education Division of Elementary & Secondary Education Educator Licensure Unit 4 Capitol Mall, Room 102B Little Rock, AR 72201 Monday-Friday(except state holidays) 8:00am - 4:15pm

For questions call: Arkansas Department of Education Division of Elementary & Secondary Education Phone: 501-682-4342 Fax: 501-682-4898

OUT-OF-STATE PRE-PRINTED FINGERPRINT CARD

*Please be sure to only use the pre-printed fingerprint card from the Arkansas Department of Education. **NO OTHER CARDS WILL BE ACCEPTED.**

 Please submit the following: Printed copy of the completed Background Check Consent Form Copy of paid receipt Completed pre-printed fingerprint card from the Arkansas Department of Education (no other cards will be accepted) 	Mail Arkansas Pre-Printed Fingerprint Card to: Clara Toney, Program Advisor Arkansas Department of Education Office of Educator Licensure #4 State Capitol Mall, Room 107B Little Rock, AR 72201 For questions call: Clara Toney, Program Advisor Phone: 501-682-4342



Disqualifying Offenses for Licensure or Employment in Arkansas Public Schools

ENUMERATED OFFENSES UNDER ARK. CODE ANN. §§ 6-17-410 AND 6-17-414

(includes expunged or pardoned records)

Μ	or	F	5-3-201. Conduct constituting attempt
М	or	F	5-3-202. Complicity.
М	or	F	5-3-301. Conduct constituting solicitation
	-	-	Classification.
М	or	F	5-3-401. Conduct constituting conspiracy.
Off	enses		ainst The Person
		F	5-10-101. Capital murder.
		F	5-10-102. Murder in the first degree.
		F	5-10-103. Murder in the second degree.
		F	5-10-104. Manslaughter.
		F	5-10-105. Negligent homicide.
		F	5-11-102. Kidnapping.
		F	5-11-103. False imprisonment in the first degree.
		F	5-11-106. Permanent detention or restraint.
		F	5-12-102. Robbery.
		F	5-12-103. Aggravated robbery.
		F	5-13-201. Battery in the first degree.
		F	5-13-202. Battery in the second degree.
		F	5-13-204. Aggravated assault.
М			5-13-205. Assault in the first degree.
М			5-13-208. Coercion.
		F	5-13-301. Terroristic threatening (1st degree).
		F	5-14-103. Rape.
		F	5-14-110. Sexual indecency with a child.
М			5-14-111. Public sexual indecency.
М	or	F	5-14-112. Indecent exposure.
		F	5-14-124. Sexual assault in the first degree.
		F	5-14-125. Sexual assault in the second degree.
		F	5-14-126. Sexual assault in the third degree.
М	or	F	5-14-127. Sexual assault in the fourth degree.
M	or	F	5-16-101. Crime of video voyeurism.
Off	ense		volving Families, Dependents, Etc.
		F	5-26-202. Incest.
		F	5-26-303. Domestic battering in the first degree.
		F	5-26-304. Domestic battering in the second degree.
		F	5-27-205. Endangering the welfare of a minor in the first degree.
V.			5-27-206. Endangering the welfare of a minor in the
M			second degree.
		F	5-27-221. Permitting abuse of a minor.
		F	5-27-303. Engaging children in sexually explicit conduct for use in visual or print medium.
			5-27-304. Pandering or possessing visual or print
		F	medium depicting sexually explicit conduct involving

F	5-27-305. Transportation of minors for prohibited
Г	sexual conduct.
F	5-27-402. Employing or consenting to the use of a child in a sexual performance.
F	5-27-403. Producing, directing, or promoting a sexual performance by a child.
F	5-27-603. Computer child pornography.
F	5-27-605. Computer exploitation of a child (1st degree).
Offenses Ag	ainst Property
F	5-36-103. Theft of property.
F	5-36-104. Theft of services.
F	5-36-105. Theft of property lost, mislaid, or delivered by mistake.
F	5-36-106. Theft by receiving.
F	5-36-202. Theft of public benefits.
F	5-37-201. Forgery.
	5-39-201. Residential burglary Commercial
F	burglary.
F	5-39-202. Breaking or entering.
F	5-39-204. Aggravated residential burglary.
Offenses Ag	ainst The Administration Of Government
F	5-53-134. Violation of an order of protection.
Offenses Ag	ainst Public Health, Safety, Or Welfare
F	5-64-402. Controlled substances Offenses relating
Г	to records, maintaining premises, etc.
_	5-64-403. Controlled substances Fraudulent
F	practices
F F	practices. 5-64-404. Use of a communication device.
	5-64-404. Use of a communication device.
F	5-64-404. Use of a communication device.5-64-405. Continuing criminal enterprise.
F	 5-64-404. Use of a communication device. 5-64-405. Continuing criminal enterprise. 5-64-406. Delivery to minors Enhanced penalties. 5-64-407. Manufacture of methamphetamine in the
F F F	 5-64-404. Use of a communication device. 5-64-405. Continuing criminal enterprise. 5-64-406. Delivery to minors Enhanced penalties.
F F F	 5-64-404. Use of a communication device. 5-64-405. Continuing criminal enterprise. 5-64-406. Delivery to minors Enhanced penalties. 5-64-407. Manufacture of methamphetamine in the presence of certain persons Enhanced penalties. 5-64-408. Subsequent convictions Enhanced penalties.
F F F F	 5-64-404. Use of a communication device. 5-64-405. Continuing criminal enterprise. 5-64-406. Delivery to minors Enhanced penalties. 5-64-407. Manufacture of methamphetamine in the presence of certain persons Enhanced penalties. 5-64-408. Subsequent convictions Enhanced penalties. 5-64-411. Proximity to certain facilities Enhanced penalties.
F F F F	 5-64-404. Use of a communication device. 5-64-405. Continuing criminal enterprise. 5-64-406. Delivery to minors Enhanced penalties. 5-64-407. Manufacture of methamphetamine in the presence of certain persons Enhanced penalties. 5-64-408. Subsequent convictions Enhanced penalties. 5-64-411. Proximity to certain facilities Enhanced penalties. 5-64-412. Violations by public officials or law
F F F F F	 5-64-404. Use of a communication device. 5-64-405. Continuing criminal enterprise. 5-64-406. Delivery to minors Enhanced penalties. 5-64-407. Manufacture of methamphetamine in the presence of certain persons Enhanced penalties. 5-64-408. Subsequent convictions Enhanced penalties. 5-64-411. Proximity to certain facilities Enhanced penalties. 5-64-412. Violations by public officials or law enforcement officers Enhanced penalties.
F F F F F F F	 5-64-404. Use of a communication device. 5-64-405. Continuing criminal enterprise. 5-64-406. Delivery to minors Enhanced penalties. 5-64-407. Manufacture of methamphetamine in the presence of certain persons Enhanced penalties. 5-64-408. Subsequent convictions Enhanced penalties. 5-64-411. Proximity to certain facilities Enhanced penalties. 5-64-412. Violations by public officials or law enforcement officers Enhanced penalties. 5-64-419. Possession of a controlled substance. 5-64-420. Possession of methamphetamine or cocaine
F F F F F F F F	 5-64-404. Use of a communication device. 5-64-405. Continuing criminal enterprise. 5-64-406. Delivery to minors Enhanced penalties. 5-64-407. Manufacture of methamphetamine in the presence of certain persons Enhanced penalties. 5-64-408. Subsequent convictions Enhanced penalties. 5-64-411. Proximity to certain facilities Enhanced penalties. 5-64-412. Violations by public officials or law enforcement officers Enhanced penalties. 5-64-419. Possession of a controlled substance. 5-64-420. Possession of methamphetamine or cocaine with the purpose to deliver.
F F F F F F F F F F	 5-64-404. Use of a communication device. 5-64-405. Continuing criminal enterprise. 5-64-406. Delivery to minors Enhanced penalties. 5-64-407. Manufacture of methamphetamine in the presence of certain persons Enhanced penalties. 5-64-408. Subsequent convictions Enhanced penalties. 5-64-411. Proximity to certain facilities Enhanced penalties. 5-64-412. Violations by public officials or law enforcement officers Enhanced penalties. 5-64-419. Possession of a controlled substance. 5-64-420. Possession of methamphetamine or cocaine
F F F F F F F F F	 5-64-404. Use of a communication device. 5-64-405. Continuing criminal enterprise. 5-64-406. Delivery to minors Enhanced penalties. 5-64-407. Manufacture of methamphetamine in the presence of certain persons Enhanced penalties. 5-64-408. Subsequent convictions Enhanced penalties. 5-64-408. Subsequent convictions Enhanced penalties. 5-64-411. Proximity to certain facilities Enhanced penalties. 5-64-412. Violations by public officials or law enforcement officers Enhanced penalties. 5-64-419. Possession of a controlled substance. 5-64-420. Possession of methamphetamine or cocaine with the purpose to deliver. 5-64-423. Manufacture of methamphetamine Manufacture of cocaine.
F F F F F F F F F F	 5-64-404. Use of a communication device. 5-64-405. Continuing criminal enterprise. 5-64-406. Delivery to minors Enhanced penalties. 5-64-407. Manufacture of methamphetamine in the presence of certain persons Enhanced penalties. 5-64-408. Subsequent convictions Enhanced penalties. 5-64-408. Subsequent convictions Enhanced penalties. 5-64-411. Proximity to certain facilities Enhanced penalties. 5-64-412. Violations by public officials or law enforcement officers Enhanced penalties. 5-64-419. Possession of a controlled substance. 5-64-420. Possession of methamphetamine or cocaine with the purpose to deliver. 5-64-423. Manufacture of methamphetamine Manufacture of cocaine. 5-64-424. Possession of a Schedule I or Schedule II controlled substance that is not methamphetamine or
F F F F F F F F F F F	 5-64-404. Use of a communication device. 5-64-405. Continuing criminal enterprise. 5-64-406. Delivery to minors Enhanced penalties. 5-64-407. Manufacture of methamphetamine in the presence of certain persons Enhanced penalties. 5-64-408. Subsequent convictions Enhanced penalties. 5-64-411. Proximity to certain facilities Enhanced penalties. 5-64-412. Violations by public officials or law enforcement officers Enhanced penalties. 5-64-419. Possession of a controlled substance. 5-64-420. Possession of methamphetamine or cocaine with the purpose to deliver. 5-64-422. Delivery of methamphetamine or cocaine. 5-64-423. Manufacture of methamphetamine Manufacture of cocaine. 5-64-424. Possession of a Schedule I or Schedule II

F	5-64-428. Possession of a Schedule III controlled			F	5-64-441. Possession of a counterfeit substance
F	substance with the purpose to deliver. 5-64-430. Delivery of a Schedule III controlled			F	5-64-442. Delivery or manufacture of a counterfeit substance.
	substance. 5-64-431. Manufacture of a Schedule III controlled			F	5-64-443. Drug paraphernalia.
F	substance.			F	5-64-444. Drug paraphernalia Delivery to a minor.
F	5-64-432. Possession of a Schedule IV or Schedule V controlled substance with the purpose to deliver			F	5-64-445. Advertisement of a counterfeit substance or drug paraphernalia.
F	5-64-434. Delivery of a Schedule IV or Schedule V controlled substance.	Μ			5-70-102. Prostitution.
F	5-64-435. Manufacture of a Schedule IV or Schedule	Μ			5-70-103. Sexual solicitation
-	V controlled substance. 5-64-436. Possession of a Schedule VI controlled			F	5-70-104. Promoting prostitution in the first degree.
F	substance with the purpose to deliver.	М			5-70-105. Promoting prostitution in the second degree
F	5-64-438. Delivery of a Schedule VI controlled substance.	М	or	F	5-71-229. Stalking.
F	5-64-439. Manufacture of a Schedule VI controlled	М			12-18-201. Failure to notify by a mandated reporter in the first degree.
•	substance			F	Any felony not listed and involving physical or
F	5-64-440. Trafficking a controlled substance.				sexual injury, mistreatment, or abuse against another.
	M = misdemeanor F = felony	Мс	or F =	mis	demeanor or felony

Additional Grounds for Revocation or Suspension of Teaching License:

- Holding a license obtained by fraudulent means.
- Revocation of a license in another state
- Intentionally compromising the validity or security of any student test or testing program administered by or required by the state board of the Department of Education.
- Having the completed examination test score of any testing program required by the state board for teacher licensure declared invalid by the testing program company and so reported to the Department of Education by the testing company.
- Failing to establish or maintain the necessary requirements and standards set forth in Arkansas law or state board rules and regulations for teacher licensure.
- Knowingly submitting or providing false or misleading information of knowingly failing to submit or
 provide information requested or required by law to the Department of Education, the state board, or the
 Division of Legislative Audit.
- Knowingly falsifying or directing another to falsify any grade given to a student whether the grade was given for an individual assignment or examination or at the conclusion of a regular grading period.

For questions or additional information, contact:

Jennifer Link Attorney, Ethics & Licensure Arkansas Department of Education Four Capitol Mall, Room 104B Little Rock, AR 72201 501.682.5729 direct line 501.682.4898 fax Jennifer.Link@arkansas.gov



Division of Children and Family Services CENTRAL REGISTRY



Slot S 566 - P.O. Box 1437 - Little Rock, AR 72203-1437 501-682-0405 · Fax: 501-682-0407 · TDD: 501-682-1442

Request a Child Maltreatment Check

Submitting an Arkansas Child Maltreatment Central Registry Background Check Request

There are three stages involved with receiving results for an Arkansas (AR) Child Maltreatment Central Registry Background Check:

- 1. AR Child Maltreatment Central Registry Request Form Generator
- 2. AR Child Maltreatment Central Registry Request Form Upload
- 3. Online Payment

Details of each stage are outlined below. Please read the details of all stages before accessing the link below to generate your AR Child Maltreatment Central Registry Request Form.

Stage 1: Arkansas (AR) Child Maltreatment Central Registry Form Generator Process

- A. After reading through all three stages and their associated steps below, click <u>HERE</u> to access the web page that will generate your AR Child Maltreatment Central Registry Request Form.
- B. Once you are on the AR Child Maltreatment Central Registry Request Form web page, complete each required field (required fields denoted by an asterisk).
 - Select: You are a teacher or work for a school in Arkansas.
- C. Once all required fields are completed, click 'Submit Form' button.
- D. The completed request form will be emailed to the email address you entered on the AR Child Maltreatment Central Registry Request Form web page.
- E. Print this form and sign the completed copy in the presence of a notary.

Stage 2: Arkansas (AR) Child Maltreatment Central Registry Form Upload Process

- A. Scan the notarized form to your computer and save it to a place you can easily locate it.
- B. Click <u>HERE</u> for the notarized form uploader page.
- C. Click 'Browse' under 'Notarized Request File' to search your computer and upload the notarized copy of the form.
- D. Click 'Submit and Pay.'
- E. You will then be automatically redirected to the payment webpage (Ark Gov Pay).

Stage 3: Online Payment

- A. Select a Payment Type.
- B. Complete the customer information and payment information sections to pay the fee (\$10.00 for the background check + a \$1.00 online processing fee), as applicable (non-profits and individuals classified as indigent do not pay the \$10.00 fee).
- i. If you are a non-profit, Click 'Browse' under 'Additional Files' and upload a copy of 501(C)(3) verification. Please note that background check requests for non-profits cannot be processed without verification of non-profit status.
 - C. Click 'Submit Payment.'

humanservices.arkansas.gov Protecting the vulnerable, fostering independence and promoting better health

- D. You will receive a confirmation email verifying submission of your request and completed payment.
- E. Registry check results are emailed via encrypted email to the entity identified in the 'Results' Should Be Released To' section of the form submission request.

If you are unable to process your submission and payment via the preferred method on the internet then please mail the signed and notarized form with a **\$10.00** personal check, cashier's check or money order (Do NOT send cash or temporary checks) made payable to the **Arkansas Department of Human Services.** This fee may be waived for indigent people and non-profits who provide proof of 501 (C)(3) status. Results for forms received in the mail can be returned via email if a valid email address is provided; otherwise results will be mailed back to the requestor.

Mail the completed, notarized form with a \$10 check or money order to the address below:

Arkansas Child Maltreatment Central Registry PO Box 1437, Slot S 566 Little Rock, AR 72203

Allow 7-10 days for your Child Maltreatment Registry Check to be Approved. If you have questions or problems, **contact the Arkansas Department of Human Services at (501) 682-0405**.

To verify that you have a cleared child maltreatment registry check, follow these directions:

- Logon to the Arkansas Educator Licensure System (AELS) <u>https://adeaels.arkansas.gov/AelsWeb/Account/TeacherLogin.aspx</u>
- Select View current license information
- Look for the Non-Criminal Background Information (NCBC) section.
- You have completed this process when the "cleared date" is less than one year

Non-Criminal Background Information (I	NCBC)	Status: Cleared
NCBC Action Date:	6 Month Effective Date:	6 Month Expiration Date:
ASP Cleared Date: 2/19/2020	FBI Cleared Date: 2/19/2020	Central Registry Cleared Date: 2/9/2020



Arkansas Department of Human Services Division of Child and Family Services Request for Child Maltreatment Central Registry Check EDUCATION FORM

Reason for Registry Check: You are a teacher or work for a school in Arkansas.

E Applicant Type: <u>Licensed teacher</u> SD Contact Name: <u>Dr. Audrey Bowser</u> SD Phone: (870) 972-2099 SD Address: <u>P.O. Box 720</u>	DUCATION INFORMATION School District: <u>Arkansas State Univ</u> <u>ersity</u> Email: <u>abowser@astate.edu</u> SD Fax: <u>(870) 972-3422</u> SD LEA: <u>N/A</u>
State University, AR, 72467	
F	APPLICANT INFORMATION
Applicant Name:	SSN:
Maiden/Other Names:	Race:
Age: DOB:	Phone:
Email:	Email2:
Present Address:	Years at Present Address:
	Years at Past Address 1:
Past Address 1:	Years at Past Address 2:
Past Address 2:	
Past Address 3:	Years at Past Address 3:
Past Address 4:	Years at Past Address 4:
Concert for Minory	
Consent for Minor:	

CHILD INFORMATION

Child 1:	Child 2:	Child 3:
SSN:	SSN:	SSN:
DOB:	DOB:	DOB:
Relationship:	Relationship:	Relationship:
Child 4:	Child 5:	Child 6:
SSN:	SSN:	SSN:
DOB:	DOB:	DOB:
Relationship:	Relationship:	Relationship:
Child 7:	Child 8:	Child 9:
SSN:	SSN:	SSN:
DOB:	DOB:	DOB:
Relationship:	Relationship:	Relationship:
Child 10:	Child 11:	Child 12:
SSN:	SSN:	SSN:
DOB:	DOB:	DOB:
Relationship:	Relationship:	Relationship:

NOTARY SECTION

I, ______, verify that the information above is true and complete. I authorize the Arkansas Child Maltreatment Registry to release any information their files may contain concerning me as an offender or of a true report of child maltreatment to the Arkansas Department of Education. By signing below, I swear or affirm that the foregoing statements are true to the best of my knowledge and belief under penalty of perjury.

Applicant's Signature and Date

STATE OF ARKANSAS

COUNTY OF

_Acknowledges before me the_____day of_______.

Notary Public

MY COMMISSION EXPIRES:

12/10/2020

EXAMPLE Educator Licensure

Educator Licensure

First Name:	Middle Na	ame:	Last Name:		Maiden Name	
			Last Name:		walden Name	
Application Date:						
Ethics Violations Viewable Ui Educator Licensure	nder Act 1323 of 20	013: None			Status	: Pending
		License Effective Date	-	1:		
Issue Date:			-		Expiration Date	
		Status Effective Date		Status	Expiration Date	
Employability Check						
Status: Approved Last C	heck Date: 01/15/20	021				
••						
Approved or Denied is as	s of the last date tha	at all three checks were con	npleted.			
Unavailable = The Child	Maltreatment check	is not included because it	was not required at t			
 Pending = Either all three 	e checks are not cor	mpleted or not all were com	pleted within the sar	me 12-month period	l.	
NOTICE TO EDUCATORS: A	NEW BACKGROUNI	D AND CMCR CHECK ARE F	REQUIRED WHEN YO	OU CHANGE EMPLO	YMENT OR RENI	EW YOUR LICENSE
	NEW BACKGROUNI	D AND CMCR CHECK ARE F	REQUIRED WHEN YO	OU CHANGE EMPLO	YMENT OR REN	EW YOUR LICENSE
icensure Areas						
icensure Areas	NEW BACKGROUNI	Status Date Issue Li	icense Type C		OYMENT OR REN	EW YOUR LICENSE
icensure Areas		Status Date Issue Li	icense Type C e Areas on Record			
Area Description C		Status Date Issue Li	icense Type C			
Area Description (Area Description (Applicant Payments	GL GH Status	Status Date Issue Li	icense Type C e Areas on Record	Driginal Date Ef	ffective Date	
Area Description C Applicant Payments Date Receipt Description	GL GH Status	Status Date Issue Li No Licensure Debit Credit Balance	icense Type C e Areas on Record Activity Fees	Driginal Date Ef	ffective Date Debit C	Expiration Date Credit Balar
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