
FINGERPRINTING AND BACKGROUND INVESTIGATION CHECK HANDBOOK

Certification Department



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Certification and Background Checks
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INTRODUCTION

This booklet guides users on adhering to Idaho code regarding background investigation checks (BIC) and the corresponding implementation process.

The major emphasis of the background investigation check process is to protect students.

According to Idaho code § 33-130, “The department of education, through the cooperation of the Idaho state police, shall establish a system to obtain a criminal history check to include... certificated and non-certificated employees, all applicants for certificates..., substitute staff, individuals involved in other types of student training such as practicums and internships, and on all individuals who have unsupervised contact with students in a K-12 setting.”

Information regarding the status of BIC results is posted on the Idaho System for Educational Excellence (ISEE) District BIC Report.

This booklet is a guide for completing background investigation checks and tracking their progress.

GUIDING PRINCIPLES TO REMEMBER

- ❖ Background investigation check (BIC) results are confidential and cannot be shared across states or agencies. Local Education Agencies (LEAs) are NEVER allowed to provide copies of criminal history/rap sheets to employees or any other entity, including LEAs. Only the Idaho Department of Education (Department) is authorized to share criminal history, per Federal Bureau of Investigation (FBI) regulations, and only with a notarized release form from the individual.
- ❖ Reprints for rejected fingerprints due to poor quality MUST include the FBI Memo or another indication of reprint status to avoid paying the processing fee again. Submissions without the FBI code are not processed as reprints and may result in additional fingerprinting and fees. Reprint packets cannot be submitted electronically and must be mailed to the Department.
- ❖ LEAs are responsible for reviewing the ISEE District BIC Report frequently to stay updated with Department results. Promptly notifying the Department of any issues increases the likelihood of quick resolution.
- ❖ It is advisable for LEAs to collect and mail fingerprint packets from employees and volunteers to the Department. This provides LEAs the opportunity to ensure packets are complete and include all required forms, while also ensuring timely submission.

INDIVIDUALS REQUIRED TO COMPLETE A BACKGROUND INVESTIGATION CHECK (IDAPA 08.02.02.075.02)

1. All applicants for certificates;
2. All certificated and non-certificated employees;
3. Substitute teachers;
4. Contractors who have unsupervised contact with students, including contractors who are providing student services;
5. Student teachers or any postsecondary candidates who have unsupervised contact with students;
6. Volunteers who have unsupervised contact with students;
7. Any individuals who have unsupervised contact with students.

DEFINITIONS

The following acronyms, terms, and titles will be used throughout this manual.

1. **Background Investigation Check (BIC):** The submission of a completed fingerprint card or scan by an authorized entity submitted under an enacted state statute/local ordinance or federal law, approved by the Attorney General of the United States allowing a search of the state and federal criminal history indices for non-criminal justice purposes including employment suitability, and licensing determinations.
2. **Background Investigation Check (BIC) Result:** The response to a state and federal background investigation check initiated by a fingerprint submission from an authorized entity for non-criminal justice purposes. Results are returned to the submitting authorized entity by the state criminal history repository, the Idaho State Police Bureau of Criminal Investigation (BCI). Results are then forwarded to the applicable Local Education Agency (LEA) listed on
3. **Break-in-Service:** A voluntary or involuntary termination of employment, including retirement.
4. **Bureau of Criminal Identification (BCI):** The Idaho State Police agency responsible for processing background investigation checks.
5. **Criminal History:** The results of a background investigation check showing evidence of an arrest and/or conviction.
6. **Disposition:** The final court decision for either a misdemeanor or felony arrest.

7. **Education Unique Identifier (EDUID):** Unique identification numbers assigned to all students and staff in Idaho publicly funded K-12 educational institutions.
8. **Federal Bureau of Investigation (FBI):** An agency of the US federal government that deals principally with internal security and counterintelligence and that also conducts investigations in federal law enforcement.
9. **Idaho Department of Education (Department):** A government agency supporting (K-12) schools and students.
10. **Idaho System for Educational Excellence (ISEE):** Idaho's K-12 Longitudinal Data System, which supports budgeting processes, data submissions, and delivers information to educational stakeholders to create data-driven decisions.
11. **Local Educational Agency (LEA):** A term referring to public school districts, including charter schools, and private or parochial schools, pursuant to Section § 33-5203(8), Idaho Code.
12. **National Child Protection Act of 1993 (NCPA):** This act establishes a national criminal history background check system to ensure the safety of children. It requires each state to report child abuse crime information to this system, which is used for background checks of child care providers. This act aims to enhance the protection of children by ensuring that individuals working with them do not have a history of child abuse.
13. **Secure File Transfer Protocol (SFTP):** A network that provides file access, file transfer, and file management over a reliable data stream.
14. **FBI Security Awareness (CJIS) Training:** Criminal Justice Information Services Training (CJIS) is a high-tech FBI facility that provides a range of state-of-the-art tools and services to law enforcement, national security and intelligence community partners, and the general public.

BACKGROUND INVESTIGATION CHECKS

Complying with Idaho Statute

1. An applicant for Idaho certification, student teaching, or employment in an LEA is required by Idaho statute to complete a BIC using an FBI ten-finger/fingerprint card that has been printed specifically for Department use. Requests for cards can be sent to fingerprintrequest@sde.idaho.gov.

2. Per Idaho Code § 33-512.15, LEAs must submit completed fingerprint packets to the Department no later than five (5) days following the first day of employment or unsupervised contact with students in a K-12 setting, whichever is sooner.
3. An employee may begin employment before the BIC process is completed, provided a complete fingerprint packet has been submitted to the Department.

Important BIC Information

1. BIC results from another state, agency, or any other entity cannot be accepted.
2. A teaching credential is issued only after the BIC is cleared by the Department.
3. If an employee was “grandfathered” into an LEA and did not undergo a BIC (these individuals have been working in the same district since 1997, when BICs became a requirement), a BIC is required upon moving to a new LEA.
4. Processing fees for BICs are posted on our website and are subject to change. Checks should be made payable to the Idaho Department of Education. LEAs can set up Escrow Accounts with the Department to prepay for BICs submitted by the LEA. The Department tracks the BICs submitted by each participating LEA and emails quarterly statements to the LEA contact(s). For additional information regarding Escrow Accounts, please contact Lewis Coyne at lcoyne@sde.idaho.gov or (208) 332-6883.

Fingerprint Packet

The fingerprint packet is submitted to the Department for processing. Packets need to include the Department fingerprint card, all required forms, and the BIC processing fee (or a note indicating that a LEA wants to deduct the cost of the BIC from their Escrow Account).

Incomplete or incorrect fingerprint packets will be returned for necessary corrections to the LEA or the individual, if they are not affiliated with an LEA. A new fingerprint card may be required in some instances.

Fingerprint Card

Idaho Code § 33-130 states, “The department of education, through the cooperation of the Idaho state police, shall establish a system to obtain a criminal history check on individuals to include, but is not limited to, certificated and noncertificated employees, all applicants for certificates... substitute staff, individuals involved in other types of student training such as practicums and internships, and on all individuals who have unsupervised contact with students in a K-12 setting.”

- When completing fingerprint cards, the sex listed must be either “Male” or “Female.” While the FBI allows “U” to indicate unknown, to have a record in our database necessitates issuance of an Education Unique Identifier (EDUID), which requires an indication of either Male or Female.
- A completed fingerprint card submitted more than 180 days from the date the fingerprints were rolled will not be accepted by the FBI.

Required Forms

1. **Fingerprint Card Verification Form:** This form ensures the identity of the individual being fingerprinted. It is completed and signed by the fingerprint official. Fingerprint cards submitted without this form, or without a matching signature and date to those on the fingerprint card, will not be accepted and new fingerprints and forms will be required.
2. **Background Investigation Check (BIC) Form:** This form provides additional information regarding the BIC and can indicate the following:
 - Requests to be added to the statewide substitute or the statewide contractor lists. These require a sponsoring LEA signature.
 - Adding additional LEAs where the individual will be working, including bus companies.
 - For student teaching, the BIC Form must be signed by the university/college where the individual is enrolled in an educator preparation program. LEAs cannot place individuals on the student teacher list.
 - Request for removal from the statewide substitute or statewide contractor lists (Does not require a LEA signature).
 - If an individual has undergone a background check within the past 6 months, use this form to update the recent BIC (adding LEAs, applying for certification, being added to one of the statewide lists, etc.) without the need for additional fingerprinting. BIC forms indicating recent fingerprinting do not need any other forms or documentation and can be mailed to the Department or scanned and submitted to bicforms@sde.idaho.gov.
3. **NCPA Waiver Agreement:** This is a requirement for all volunteers (including public school volunteers) and all private and parochial school employees and volunteers. Under the National Child Protection Act of 1993 (NCPA), it is required to authorize the Department to submit the individual’s fingerprint card for processing and provide the requested LEA(s) with access to the BIC results.

4. **Parental Consent Form:** Parental consent is required for all employees or volunteers who are under the age of 18, including student employees currently enrolled in the LEA.

Additional Forms

1. **Noncriminal Justice Applicant Privacy Statement:** This form ensures that individuals have had the opportunity to review their privacy rights regarding BICs and **must be provided to all individuals**. This informational document does not need to be submitted with the fingerprint card packet.
2. **Release Form – Background Investigation Check:** This optional form allows an individual to receive a copy of their BIC results. This form must be notarized and is the only way an individual can receive a copy of the results of their BIC. It can be submitted with the BIC packet, mailed, or emailed later. Emailed requests can be sent to Lewis Coyne at lcoyne@sde.idaho.gov.

Submission of Electronic Forms

LEAs who submit fingerprints electronically will submit the accompanying forms electronically to bicforms@sde.idaho.gov. These LEAs are not required to complete the Fingerprint Card Verification Form; however, they are required to verify all components on the form at the time of fingerprinting.

REJECTED FINGERPRINT CARDS

If an individual's fingerprint card is rejected by the BCI or FBI for poor quality prints or for any other reason, the LEA or individual, if they are not affiliated with an LEA, will be notified that submission of a new fingerprint packet is required.

1. Submit a new completed fingerprint card packet within 30 days to the Department to ensure free processing of rejected cards.
2. If the original card was rejected for poor quality and completed at an LEA, the replacement card **must** be completed at a trained law enforcement site.
3. The "Reprint" fingerprint packet must be complete and include the associated reject memo or other indication of reprint to avoid being charged the processing fee again.

PROCESSING BIC RESULTS AT THE DEPARTMENT

All applicant names are run through the Statewide Sex Offender Registry. LEAs will be notified immediately if any individual affiliated with their LEA is on the registry. Individuals on the registry cannot be employed in any Idaho LEA.

Allow up to two weeks for results to be received from the BCI. The Department uploads results received as quickly as possible.

BIC results with criminal history are processed differently when the individual holds or is applying for certification or student teaching. Any criminal history results for these individuals must undergo additional scrutiny to determine whether they will be cleared for certification. Department staff will reach out to individuals directly when needed, to obtain additional information to make a licensure determination.

All criminal history results from BICs are forwarded to the employing school district for an employment decision.

IMPORTANT – BIC results are for LEA use only and cannot be disseminated to ANY individual or agency, including the individual. All requests for BIC results should be referred to the Department. The individual will need to submit a notarized Release Form to the Department to receive their results. LEAs may provide the Release Form to individuals.

RECEIVING AND REVIEWING BIC RESULTS

ISEE District BIC Report

The Department has created a report to help LEAs monitor all individuals required to have a background check. The report provides:

- The names and EDUIDs of all individuals who have submitted a BIC for a specific LEA.
- Daily updates regarding the status of each BIC.
- Access to statewide lists for contractors, student teachers, and substitute teachers, who can be utilized for those purposes without needing additional BICs.

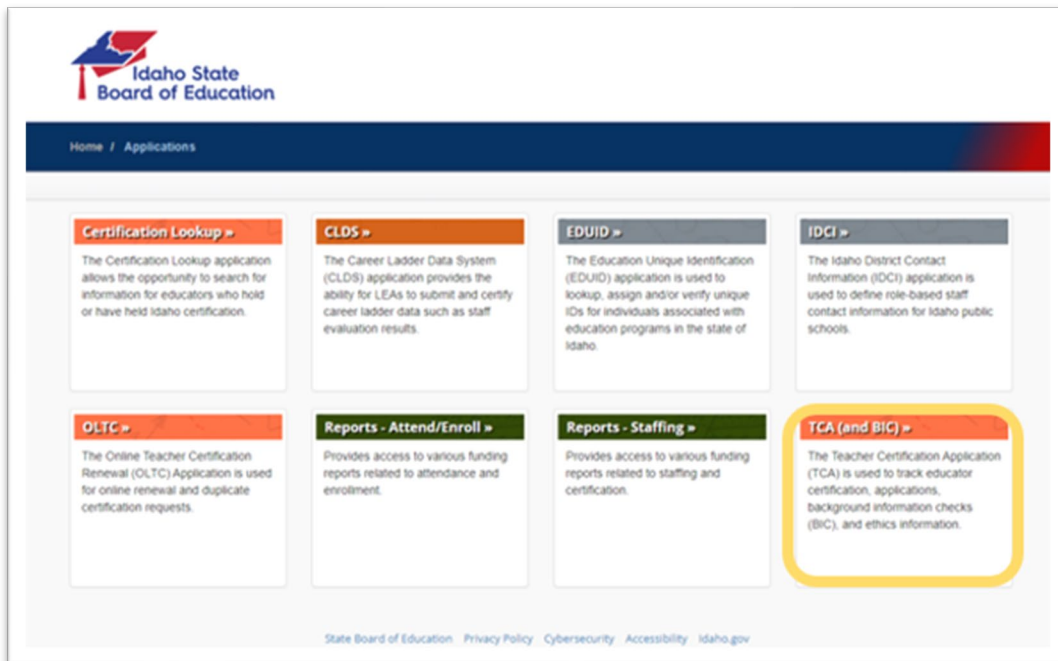
IMPORTANT – Each LEA must regularly check the status of its employees and volunteers. Please do not assume that “no news is good news.”

Accessing the ISEE District BIC Report

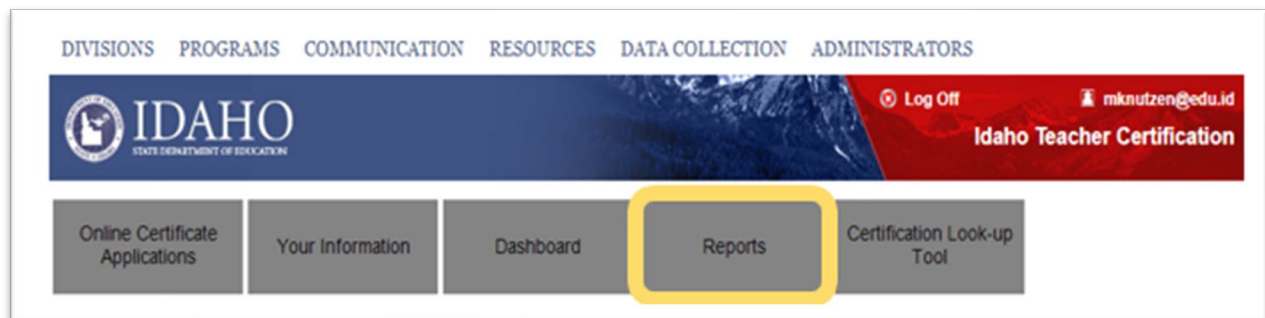
To check the BIC status for an LEA, each user will create an ISEE account at: <https://auth.sde.idaho.gov/Other/Registration/Register>.

- For districts and charters, contact your administrator to be assigned the ISEE role “District BIC Status.”
- For private and parochial schools and bus companies, create your ISEE account, then contact Department Support at either (208) 332-6987 or support@edu.idaho.gov. Provide your name, email, and LEA number, and request the “District BIC Status” role.

1. Go to the ISEE Portal and select “TCA (and BIC)” (<https://apps2.sde.idaho.gov/>)



2. Select “Reports”



3. Under Criminal History Reports, select “District BIC Status”



4. From the District BIC Status Menu:

- Select your district, school, charter, or bus company from the “Provider(s)” drop-down.
- From the “BIC Status” drop-down, you may select all or narrow your search by selecting any of the specific options. It is recommended that you choose “Select All” if you would like to see everyone on your report.
- The Person Status List allows you to select the type of applicant that you would like to view. The recommendation is to choose “All Personnel,” unless you want to search for an individual on one of the statewide lists. It is not recommended to choose “Select All” in this drop-down list. “Select All” will provide a list of all of LEA employees, volunteers, and contractors, as well as everyone on all statewide lists.
- Click “View Report.”

Hint: Be mindful that “Select All,” “Substitute Teacher,” “Contractor-Statewide,” and “Student Teacher” options are state-wide lists and will cause your report to be very lengthy.

Understanding the ISEE District BIC Report

The District BIC Status report will show the following details:

- Name
- Edu ID
- Open Date – Date the fingerprint card was processed at the Department and submitted to the BCI
- Results date – Date the Department received results from the BCI

- Certified – Displays “Y” if the fingerprint card indicated the individual holds or is applying for Idaho certification, or if they are a student teacher. “N” is displayed if none of those situations apply.

Note: (BIC results for those holding or applying for certification, or student teachers, are processed differently than for non-certified. For more information see [Processing BIC Results at the Department](#).

- BCI Status – Shows the status of the BIC process or results
- End Date – Only shows if you run the report to include Substitute Teachers or Contractors-Statewide. This is the date the individual falls off the Statewide Substitute Teacher list or Contractor-Stateside list and needs a new BIC to continue substitute teaching or contracting.

“Person Status(s)” Column on Report

The “Person Status(s)” column displays the current status of an individual. The following are explanations of the meaning of each status:

- “All Personnel”: Employee or contractor in an LEA (or multiple LEAs)
 - There is no expiration date for these BICs, as long as the individual maintains continual employment in the LEA.
 - Additional LEAs can be added within 6 months of the date of the BIC.
 - Employment BICs permit volunteering in a LEA, but the status “volunteer” will not be indicated.
- “All Personnel, Bus Driver”: Affiliation with a bus company and on the “Contractor-Statewide” list
 - The BIC is valid for five (5) years from the date of the BIC for bus driving, or any other type of contracted position, in any Idaho LEA without needing a new BIC or a BIC Form.
 - Additional LEAs can be added within six (6) months of the date of the BIC, but it is not necessary.
- “All Personnel, Newly Certified Teacher”: Has recently obtained Idaho certification
 - No additional BIC is needed for employment, but a BIC Form will need to be submitted to add employing LEA to the BIC.
 - LEAs can be added within six (6) months of the date of the BIC.
- “All Personnel, Substitute Teacher”: On the LEAs list and the statewide substitute teacher list

- The BIC is valid for five (5) years from the date of the BIC for substitute teaching in any Idaho LEA without needing a new BIC or a BIC Form.
- Additional LEAs can be added within six (6) months of the date of the BIC, but it is not necessary, unless an LEA is hiring the individual.
- “All Personnel, Volunteer” or “Volunteer”: Designated strictly for volunteering
 - **This BIC cannot be used for employment or certification**
 - Additional LEAs can be added within 6 months of the date of the BIC for volunteering.
- “Contractor-Statewide”: On the statewide contractor list
 - The BIC is valid for five (5) years from the date of the BIC for a contracted position, in any Idaho LEA without needing a new BIC or a BIC Form.
 - Additional LEAs can be added within six (6) months of the date of the BIC, but it is not necessary, unless an LEA is hiring the individual.
- “Student Teacher”: On statewide student teacher list
 - The BIC is valid for up to three (3) years from the date of the BIC.
 - This BIC allows student teaching, substitute teaching, and/or occasional contracting in any Idaho LEA, while enrolled in an educator preparation program.
 - LEAs can be added within six (6) months of the date of the BIC, but it is not necessary, unless the LEA is hiring the individual.
- “Substitute Teacher”: On statewide substitute teacher list
 - The BIC is valid for five (5) years from the date of the BIC for substitute teaching in any Idaho LEA without needing a new BIC or a BIC Form.
 - Additional LEAs can be added within six (6) months of the date of the BIC, but it is not necessary, unless an LEA is hiring the individual.

“BCI Status” Column on Report

- “Bus Driver-Not Cleared” status is used only for bus drivers. This means that criminal history was found and . These results have been forwarded to the LEAs with which the bus driver is affiliated.
 - This does not mean that the bus driver cannot be hired. It just shows that the bus driver has criminal history results that need to be reviewed prior to making a hiring decision.
 - This status will not be changed or updated. It will always indicate that the bus driver had criminal history results.

- **Note:** Bus companies will not receive criminal history from either the Department or any LEA. However, a bus driver can request their results using the Release Form and provide that information to the bus company.
- “Call 332-6888” status means there is a unique circumstance regarding the individual. Call Annette Schwab for details.
- “Cleared” status means no arrest and/or conviction information was found for the individual.
- “Cleared for Certification” status means an individual who had a “Pending” status is now approved and cleared to receive Idaho certification (Student teachers who have criminal history must be cleared for certification before they are authorized to student teach.) For information on how to obtain a copy of student teacher results, click here or see the [Student Teachers in Idaho and non-Idaho Programs](#) section of this handbook.
- “Forwarded” status means criminal history was found on the background check. The results are forwarded to the Secure File Transfer Protocol (SFTP) and placed in the folders of the LEA(s) listed on the fingerprint card and BIC Form(s). Designated BIC contacts will receive an email notifying them that new results were added to their folder.
- “Grandfathered” status means the individual has worked in the same LEA since BICs were required in 1997 and has never been required to undergo a BIC. If the individual moves to a new LEA or applies for certification, a BIC will be required.
- “In Process” status means the card has been processed and submitted, but we are waiting on results from the BCI.
- “Not Approved for Cert” status means the Chief Certification Officer has denied certification to an individual based on the results of their background check. If this status is applied to a student teacher from an Idaho college/university, the college/university with which the student is affiliated will be notified.
- “Not Cleared” status was used in the past for bus drivers, but moving forward, the status for bus drivers who have criminal history will read “Bus Driver – Not Cleared”.
- “Not Hireable” status is for certified and non-certified sex offenders. These individuals cannot be employed by any LEA.
- “Pending” status refers to applicants for Idaho certification who have criminal history on their background check and are waiting for Department review and approval for certification or student teaching.

- “Rejected (FP Card)” status means the card was rejected by the BCI or FBI due to low quality of the fingerprints, or for another reason, and a new fingerprint card will need to be completed.

Accessing Criminal History Results and Rejected Fingerprint Cards

Criminal history results and rejected fingerprint cards are posted to the affiliated LEA(s) folder on a SFTP website. The security of this site has been vetted by the BCI. Files remain on the site for sixty (60) days before they are automatically removed.

Only the administrator of an LEA may designate individuals who will be authorized to view criminal history for their LEA. At least one person in each LEA must be authorized to access criminal history results, but it is highly recommended to have at least two authorized individuals. The only individuals who should have access to this sensitive information are those making employment decisions.

To be set up with authorization to view criminal history and for the Security Awareness (CJIS) Training, the LEA administrator can email the name of the person who needs access, their date of birth, and their email address to Victoria Del Toro at vdeltoro@sde.idaho.gov.

Step 1: Each individual accessing criminal history results **must** have the following:

- a. A BIC for their employing LEA on file with the Department;
- b. Online FBI Security Awareness (CJIS) Training and have notified Victoria Del Toro at vdeltoro@sde.idaho.gov upon completion of the training.

Step 2: Once those requirements have been verified, the individual will receive two separate emails. One email will provide a link to the SFTP server where criminal history is uploaded into individual LEA folders. For security purposes, the temporary password will be sent in a separate email. **Please do not share access with anyone else, even within your LEA.**

Step 3: Use the link provided in the email to access the SFTP.

https://sftp.sde.idaho.gov/login.html

TIS OSBE Wing FTP Server -... SDE Zoom Home - Idaho Educ... Idaho Department... TCA &



Account: ☒ Remember me

Password: [Download App](#)

Language: English

By entering your username and password you represent that:

- You are an authorized user
- You have a legitimate education interest in receiving the disclosure of information through access to Idaho State Department of Education applications for which you are an authorized user
- You are responsible for ensuring that any re-disclosures of information by you complies with all applicable state and federal statutes and regulations
- This server is for transferring of files and not a storage location.

Step 4: Log in

- a. The Account is the email address of the individual.
- b. The Password will be the temporary password that was emailed to the individual.

Step 5: Change Password. Click “Change Password” in the top right corner of the screen.



[Welcome, **vdeltoro@sde.idaho.gov**]

[Help](#) [Change Password](#) [Logout](#)

[More actions](#)

Select: All, None

Multi-files operations:

[Zip Files](#) [Delete Files](#)

[Cut Files](#)

Now directory: / Includes 0 files and 3 directories, size: 0 Bytes

	Name	Size	Type	Modified
☐		0	folder	2025-05-30 09:54:24
☐		0	folder	2025-04-03 15:23:04
☐		0	folder	2025-06-01 21:56:42

Enter the old password from the email and select a new password that you will remember, then type it again to confirm the new password.

Notes: If you forget your password, it can be reset by emailing Victoria Del Toro at vdeltoro@sde.idaho.gov.

In an effort to protect the security of the SFTP site and the sensitive information that is placed there, all accounts will expire annually. To reactivate an account, send an email request to vdeltoro@sde.idaho.gov.

EMPLOYMENT BIC INFORMATION

1. BICs for employment in an LEA do not have an expiration date. If individuals are continuously employed in an LEA and show on their ISEE District BIC Status report, there is no requirement to run additional BICs for employment. (Note: If an employee runs a BIC for another LEA and a BIC Form is not submitted to add additional LEAs, employees may no longer show on all employing district reports, resulting in the need for additional BICs.)
2. For BIC purposes, when an employee is employed in more than one LEA, a BIC form must be completed and signed by all LEA superintendents/designees. (Multiple BIC Forms can be utilized and submitted, rather than each LEA signing the same piece of paper.)
 - a. If the BIC is less than six (6) months beyond the open date, a properly signed BIC Form marked “Yes” to indicate the individual has completed a BIC within the past six months will suffice, and a new fingerprint packet is not needed.
 - b. If the BIC is more than six (6) months beyond the open date, a new fingerprint packet is required.
 - c. It is the responsibility of the new LEA to submit the required documents. Completing a new BIC will remove any LEAs on a previous BIC, unless a BIC Form is submitted to add additional LEAs to the new BIC.
2. If the terms “In Process” or “Pending” appear in the BCI status column for thirty (30) days beyond the open date, the LEA must contact the Department to check the status. This helps ensure that the BIC is completed in a timely manner.
3. If an employee changes employment from one LEA to another, and the most recent BIC is more than six (6) months beyond the open date, the hiring LEA must submit a new fingerprint card packet. If it has been less than six (6) months since the most recent BIC, only a BIC Form marked “Yes” in section II to indicate recent fingerprinting, is required.

4. **If an employee in an Idaho LEA wants to volunteer in a different Idaho LEA, a volunteer BIC should not be run for those individuals.** Running a volunteer BIC will remove them from their employing LEA District BIC report. The employee will need to submit a notarized [Release Form](#) to the Department. The employee will receive a copy of their BIC results, which can then be provided to the LEA in which they want to volunteer. This will enable the LEA in which they want to volunteer to make a volunteering decision without removing the individual from their employing LEA.

PRIVATE AND PAROCHIAL SCHOOLS

Idaho Code § 33-130A allows the Department to run BICs for private and parochial school employees. The administrator of a private or parochial school can contact the background records office if they would like to opt in. If a school opts to conduct background checks through the Department, they must have all their employees undergo a background check.

In order to run BICs for private and parochial schools, we are required to have an Outsourcing Agreement on file for each school, prior to being able to run their background checks. New schools wishing to run background checks through the Department can contact Victoria Del Toro at vdeltoro@sde.idaho.gov to get set up.

All private and parochial school employees and volunteers are required to submit the [NCPA Waiver Agreement Form](#). Fingerprint card packets will be returned to the LEA if this form is not included.

SUBSTITUTE TEACHERS AND THE STATEWIDE SUBSTITUTE TEACHER LIST

1. A completed BIC for a substitute teacher is valid for five (5) years from the open date of the BIC and can be used in any Idaho LEA without needing to complete a new BIC or BIC Form. If the LEA next employing the substitute chooses to require another BIC within this five-(5)year period, that LEA shall pay the cost of the BIC or reimburse the substitute teacher for such cost.
2. The names of all substitute teachers are on the BIC website under the “Substitute Teacher” list. That list is available to all LEAs through the ISEE District BIC Status report.
3. The expiration date of the BIC for each substitute is on the state-wide substitute teacher list. The expiration date will become highlighted 180 days (six (6) months) before the end of the five (5) year period.

4. At the end of the five (5) year period, the substitute's name will be removed from the report unless a new BIC is completed.
5. If an LEA wants to utilize a substitute on the list that has a "Forwarded" status, email Annette Schwab at aschwab@sde.idaho.gov and request a copy of the results for the individual to make an employment decision.
6. Additional LEAs can be added within six (6) months of the date of the BIC, but this is not needed to utilize an individual as a substitute for the five (5) year validity period.
7. If a LEA wants to hire an individual on the statewide substitute list for employment and it has been less than six (6) months since completing the BIC, a BIC Form can be used to add the LEA to the recent BIC and a new BIC is not needed. If it has been more than six (6) months since completing the BIC, a new BIC is required, unless the hiring LEA originally ran the BIC or is an LEA that was added to the BIC within six (6) months of the date of the BIC.

CONTRACTORS IN MULTIPLE DISTRICTS AND THE STATEWIDE CONTRACTOR LIST

1. A completed BIC for a statewide contractor is valid for five (5) years from the open date in any Idaho LEA without needing to complete a new BIC or BIC Form.
2. The names of all statewide contractors are on the BIC website under the "Contractor-Statewide" list. That list is available to all LEAs through the ISEE District BIC Status report.
3. The expiration date of the BIC for each statewide contractor is on the statewide contractor list. The expiration date will be highlighted 180 days (6 months) before the end of the five (5) year period.
4. At the end of the five (5) year period, the contractor will be removed from the report unless a new BIC is completed.
5. To utilize a contractor on the list with a "Forwarded" status, contact Annette Schwab at aschwab@sde.idaho.gov to request the results to make an employment decision.
6. Additional LEAs can be added within six (6) months of the date of the BIC, but this is not needed to utilize an individual as a contractor for the five (5) year validity period.
7. If a LEA wants to hire an individual on the contractor-statewide list for employment and it has been less than six (6) months since completing the BIC, a BIC Form can be used to add the LEA to the recent BIC and a new BIC is not needed. If it has been more than six (6)

months since completing the BIC, a new BIC is required, unless the hiring LEA originally ran the BIC or is an LEA that was added to the BIC within six (6) months of the date of the BIC.

STUDENT TEACHERS IN IDAHO AND NON-IDAHO PROGRAMS

Individuals involved in student training, internships, and practicums and who have unsupervised contact with students are required to complete BICs in Idaho under Idaho Code § 33-130. This BIC allows the individual to complete student teaching and/or student practicums in any Idaho LEA. Any Idaho LEA agreeing to oversee a student teacher will need to check the Student Teacher list to ensure the student teacher is on the list and check the status of their BIC.

1. The names of all student teachers are found in ISEE on the “District BIC Status” report, under the Person Status list “Student Teacher” option, which is available to all LEAs and Idaho universities/colleges. The student teacher’s name will remain on the student teacher list for a total of three (3) years from the open date of the BIC.
2. A BIC is required for student teachers before they have any unsupervised contact with students in a LEA.
3. To be placed on the Student Teacher list, a BIC Form signed by the university/college where the student is enrolled in a educator preparation program must be submitted within six (6) months of the open date of the BIC. LEAs cannot place an individual on the student teacher list.
4. If a student teacher’s BIC shows a status of “Pending,” or “Cleared for Certification,” or “Forwarded,” any LEA can request a copy of the results of their criminal history by sending an email to Annette Schwab at aschwab@sde.idaho.gov. Idaho universities/colleges can access the Student Teacher list to ensure BIC have been completed but cannot receive any criminal history information associated with the BIC.
5. Idaho universities/colleges are responsible for reviewing the ISEE District BIC Report frequently to keep current with Department results. If the terms “In Process” or “Pending” appear in the BCI status column for 30 days beyond the open date, the university/college must contact Annette Schwab at aschwab@sde.idaho.gov to check the status. This notification helps ensure that the student teacher’s BIC is completed in a timely manner.
6. If a student teacher’s BIC includes criminal history that may be grounds for denial of student teaching (including violations of specific Idaho or federal laws), the issue will be referred to the Chief Certification Officer for review. If a student teacher is not approved

for certification/student teaching, the individual will be notified, as well as the Idaho college/university indicated on the fingerprint card and/or BIC Form.

7. A student teacher's BIC is valid for three (3) years from the open date of their BIC, as long as the individual is still enrolled in their educator preparation program. If the student teacher applies for certification within the three (3) year validity period of the BIC, a new BIC is not required for certification. If the individual has not completed their education program within three (3) years from the date of their BIC, they will need to submit a new fingerprint card, packet and fee to the Department.

Note: Student teachers can be utilized in almost any capacity, including substitute teaching, within the three (3) year validity period of their BIC without having to complete a new BIC, as long as they are still enrolled in their educator preparation program.

8. If a LEA hires a student teacher, a new BIC must be completed for employment in that LEA, unless the student teacher BIC was completed within the past six (6) months. In that case, only a BIC Form for employment, marked "Yes" to indicate the recent BIC, is required.

SUMMER SCHOOL EMPLOYEES

The [Summer School Employment Form](#) allows individuals who are continuously employed by another LEA and have previously completed a BIC through the Department, to be employed by another LEA for summer school, even if their most recent BIC is over six (6) months old. Forms should be submitted to bicforms@sde.idaho.gov.

1. Upon receipt of a completed and signed [Summer School Employment Form](#) submitted by the summer school LEA, the Department will check the employee's BIC to determine if the summer school employee has a cleared BIC. If the employee has a clear BIC, no action will be taken. The employee will not be added to the summer school LEA's list. If you do not hear anything from the Department, that means the employee cleared their background check and is fine for summer school employment.
2. If the summer school employee has not previously completed a BIC, the Department will notify the summer school LEA, and the employee will need to complete a BIC.
3. If the summer school employee has any criminal history results, a copy of those results will be placed in the summer school LEA's secure file for employment determination.
4. The LEA is required to submit a new, completed [Summer School Employment Form](#) for each year for summer school employees who are employed during the school year by another LEA.

VOLUNTEERS

Any volunteer who will have unsupervised contact with students will need to complete a BIC. Volunteer BICs have a reduced fee. However, a volunteer BIC can never be used for certification or employment of any kind, even within six (6) months of completing a volunteer BIC.

Volunteer BICs require a different “Reason Fingerprinted” on the fingerprint card. Separate fingerprint cards are available from the Department for volunteers and can be requested at fingerprintrequest@sde.idaho.gov.

All volunteers are required to submit the [“WAIVER AGREEMENT AND STATEMENT FOR QUALIFIED ENTITIES TO REQUEST STATE AND FBI CRIMINAL HISTORY CHECKS”](#) Form. Fingerprint card packets will be returned to the LEA if this form is not included.

If an employee in an Idaho LEA wants to volunteer in a different Idaho LEA, a volunteer BIC should not be run for those individuals. Running a volunteer BIC will remove them from their employing LEA District BIC report. The employee will need to submit a notarized [Release Form](#) to the Department. The employee will receive a copy of their BIC results, which can then be provided to the LEA in which they want to volunteer. This will enable the LEA in which they want to volunteer to make a volunteering decision without removing the individual from their employing LEA.

ARCHIVING FORMER EMPLOYEES AND VOLUNTEERS

It is the LEAs responsibility to ensure that their ISEE District BIC report shows all their current employees and volunteers. It is recommended that at least annually this report be reviewed by LEA background check personnel to ensure that individuals no longer working or volunteering the LEA are removed from the report. To remove individuals from the report, please send an email to Annette Schwab at aschwab@sde.idaho.gov with a list the names and EDUIDs of the individuals you would like to have removed from your report. One option is to run your District BIC Report and export it into a format you can edit and remove all your current employees, leaving a list of only the individuals you would like to remove from your list (The report already has names and EDUIDs on in it).

BIC CONTACTS

Please submit all BIC Forms and questions about BIC Forms to bicforms@sde.idaho.gov.

Please submit all requests for fingerprint packets/cards to fingerprintrequest@sde.idaho.gov.

Lewis Coyne – BICs, fingerprinting processes, escrow accounts, rejected fingerprints

lcoyne@sde.idaho.gov

208-332-6883

Victoria Del Toro – SFTP access, CJIS training, changing LEA BIC contacts, questions regarding receiving and viewing criminal history reports, new private and parochial schools

vdeltoro@sde.idaho.gov

208-332-6802

Annette Schwab – Criminal history questions, certified educator and student teacher clearance, obtaining criminal history results for Statewide Substitute Teachers, Statewide Contractors, and Student Teachers, archiving employees and volunteers on ISEE District BIC report

aschwab@sde.idaho.gov

208-332-6864

Crystal Snyder – BIC Forms, Summer School Forms

bicforms@sde.idaho.gov

208-332-6884