



## **GALENA PARK INDEPENDENT SCHOOL DISTRICT**

Human Resource Services  
14705 Woodforest Houston, Texas 77015  
(832) 386-1003

**To:** Certified and Non-Certified Job Families  
**From:** Human Resource Services  
**RE:** Fingerprinting Process

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**I. Certified Positions require a certificate through the State Board of Educator Certification (SBEC). (Administrative, Teachers, Instructional Aides, Homegrown and ISS Monitors.)** (Select from the choices below for the specific situation (A or B) that applies to your certification status):

**A. Currently are in possession of a certificate issued by State Board for Educator Certification (SBEC):**

New Hires that already possess a valid certificate from the State Board for Educator Certification (SBEC) after 2008 should already have been fingerprinted and in the DPS clearinghouse. If this applies to you, you are not required to obtain fingerprinting as you have already met this state requirement. Please proceed to complete the New Hire Fingerprint Document A which will inform us of the District for which you were fingerprinted.

**B. Currently needing to apply for an initial Texas State Board Certificate through SBEC:**

The State Board for Educator Certification (SBEC) requires that teachers and instructional aides, who are applying for an **initial** Texas credential, complete an on-line application and fingerprinting. **You will need to go on line and complete this process prior to your HRS scheduled appointment by** following the procedures outlined below.

Applying for your required certificate will depend on your particular situation (out-of-state certified, educational aide and probationary certificate if in an ACP Program, etc.). You are required to pay online for this certificate and the fingerprinting process using a credit card at the following website: <https://pryor.tea.state.tx.us/>. Make a copy of the receipt provided to you and of all other documents that you sign prior to this appointment as you will want copies for your file.

Once on the above site, click on SBEC online for Educators... then New User... Once on the website you will receive instructions guiding you through the process. Call 512-936-8400 if you have problems in completing the application. Once you have paid for all fees, including the fingerprinting fee, SBEC will send you an email that contains all information necessary to schedule a fingerprinting appointment. When you receive your email please follow the directions and schedule a fingerprinting appointment.

**PLEASE NOTE: No Walk-ins are allowed.** You must make an appointment to schedule your fingerprinting process.

## **II. Non-Certified Positions**

**Administrative Business, Nurses, Educare Teachers, PEP Teachers, Clerical, Technical, All Manual Trades (Student Nutrition, Custodial, Transportation, Grounds, Warehouse and Maintenance)**

All of the above positions **are not required** to apply with SBEC for a certificate; however, if employed in one of these positions fingerprinting will be required.

Once your supervisor has submitted the appropriate hiring form to HRS, our office will apply to SBEC for a fingerprinting document called a “**FAST PASS**”. We will notify you once your “**FAST PASS**” is ready to be picked up. Once you receive your “**FAST PASS**” you must **immediately** schedule an appointment by one of the methods listed below:

<http://www.identogo.com> or by phone 1-888-467-2080  
**(fee of \$40.25) Certified**                      **(fee of \$38.25) Non-Certified**

**Your file is not considered to be complete until you have met these requirements and you will not be authorized to begin your work assignment until this process is completed.**

**DO NOT DELAY IN GETTING THIS DONE.**