

Certification and Background Credentialing

Educator Fingerprinting Packet

Criminal Background Check for Certification

Effective January 1, 2025, Louisiana law ([R.S. 17:8.9](#)) requires criminal background checks (CBCs) for certification.

Fingerprint-based CBCs run under LDOE's Certification & Background Credentialing service code are required before a certificate can be issued, renewed, advanced, verified, or modified if LDOE doesn't already have a clear CBC on file.

Once an applicant is fingerprinted for certification, an outward-facing, verifiable "[Clear Credential](#)" (CC) is issued and does not expire. The "Clear Credential" signals the public that LDOE has reviewed a CBC for certification, found no disqualifying convictions, and will receive future rapbacks.

A CBC for certification is typically a one-time requirement, separate from any background check done for employment (including the CCCBC for employment eligibility in an early childhood center), and will not expire. Due to legal restrictions, employment CBCs cannot be shared with LDOE for certification.

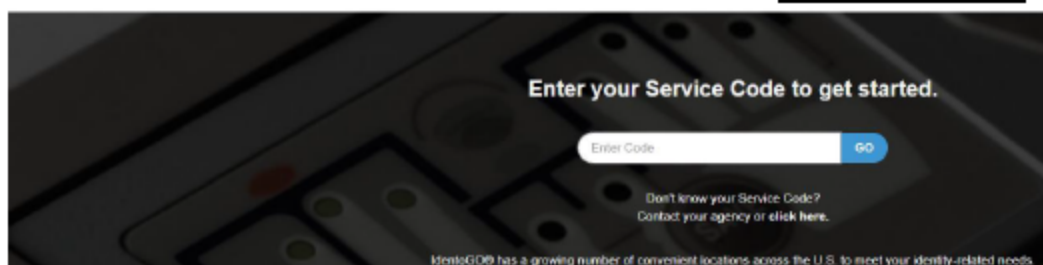
To obtain a "[Clear Credential](#)":

1. The applicant must schedule fingerprinting online at <https://uenroll.identogo.com/>. To ensure results are sent directly to us, use service code **27N5HQ**.
 - a. Please see the next few pages for a more detailed description of how to schedule an appointment on Identogo's website.
2. The applicant attends the scheduled appointment, where the fingerprints, fingerprinting fee & authorization for fingerprinting are collected.
3. Once the applicant's fingerprinting appointment has been completed and the CBC transmitted to the LDOE Certification and Background Credentialing office, the applicant should check their certification record on our website, <https://www.teachlouisiana.net/teachers.aspx?PageID=416>, regularly.
 - a. Once the CBC has been received and reviewed, a "Clear Credential" will be added to the record - this may take as little as one to two days or up to three weeks from the time of fingerprinting. Once this is done, the applicant is clear to apply for certification with our office.

IdentoGO Appointment Scheduling

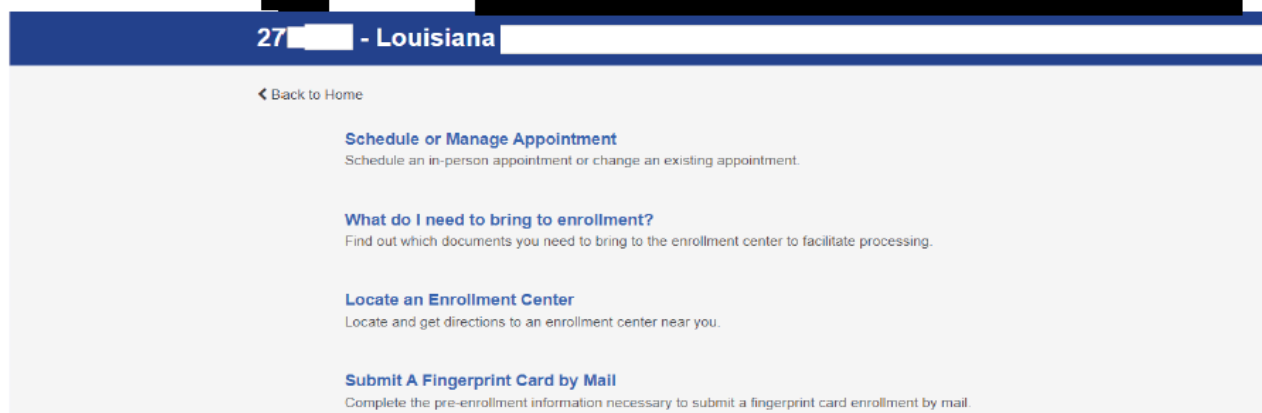
1. Appointment scheduling is designed to be completed by the applicant.
2. Visit <https://uenroll.identogo.com/> to begin the scheduling process.
3. Enter the six-digit service code (**27N5HQ**) provided by LDOE for Certification & Background Credentialing. If the service code for the employing school system is used, LDOE will not receive that criminal background check. If the service code for LDOE's CCCBC is used for employment in an early learning center, LDOE's Certification & Background Credentialing office will not receive that CBC.

IdentoGO



4. Select "Schedule or Manage appointment."

IdentoGO



5. On the next page, enter the requested information. It is important that the information entered matches the form of ID that will be presented at the time of the fingerprint appointment.

Name / Method of Contact
 UE ID / Date of Birth

Notes:

- Important! You must finish the registration process to be fingerprinted. You will receive an email or confirmation number when registration is complete.
- Legal Name must match exactly on all identification documents brought to enrollment.
- Remember the phone numbers and/or email address provided below, as they will be used to retrieve your information during your in-person enrollment

Legal Name

* First Name

* Middle Name (or NMN if no middle name)

* Last Name

Suffix

Date of Birth

* Date of Birth

* Confirm Date of Birth

6. Continue through five more screens and enter the requested information.

Please enter your information below. Then click 'Next' to continue or 'Cancel' to exit.

Citizenship

* Country of Birth

* Country of Citizenship

Please answer the questions below. Then click 'Next' to continue or 'Cancel' to exit.

* Have you ever used an alias? Yes No

* Is your mailing address the same as your residential address? Yes No

Please enter your information below (letters, spaces, hyphens (-), and apostrophes (') are allowed in name fields). Then click 'Next' to continue or 'Cancel' to exit.

Personal Information

US Metric

* Height

 ft in

* Weight

 lbs

* Hair Color

* Eye Color

* Preferred Language (Receipts & other communication)

* Gender

* Race

Mailing Address

* Country
 United States

* Address Line 1

Address Line 2

* City

* State/Province
 -- Choose One --

* Postal Code

Please select the required documents to bring to your enrollment. Then click 'Next' to continue or 'Cancel' to exit.

Documents

* Document
 -- Choose One --

* Does the name you are enrolling under match the name on all documents selected?
 Yes No

- Enter your zip code (or the zip code of the location where you would like to be printed) to show the five closest fingerprinting sites. The "Use My Location" option is also available. If the employing school system has an Idemia "Enroll Your Own" (EYO) workstation for printing, the employer may be able to provide a special location access code in place of the applicant using zip code. School system EYOs do not appear as an option simply by entering the school system's zip code; the applicant must have the school system's location code.

Enter a Postal Code, City, Airport Code or Special Location Access Code to search for a location to schedule your appointment. After selecting a location, click 'Next' to continue or 'Cancel' to exit.

Note: Your registration is not yet complete. You must select a location, as well as a date/time on the following pages prior to receiving your appointment confirmation.

Search for an Enrollment Center by Postal Code, City and State, or Airport Code. Number of Results: 5

70816

All Locations will be closed on the birthday of Martin Luther King Jr., Mon, 15 Jan 2024, unless otherwise indicated

Location	Address	Next 7 Days	Distance
> Baton Rouge, LA	3024 Westfork Dr	182 appointments available	1.11 mi
> Baton Rouge, LA	6555 Siegen Ln	84 appointments available	2.72 mi
> Baton Rouge, LA	7919 Independence Blvd	48 appointments available	4.51 mi
> Port Allen, LA	850 8th St	101 appointments available	10.64 mi
> Geismar, LA	13011 Hwy 73	208 appointments available	11.92 mi

8. Select a location and hit next. On the next page, select the date and time you would like to schedule your appointment.

Select a preferred date and time for your appointment at the specified location. Then click 'Submit' to confirm or 'Cancel' to exit. If you are unable to make an appointment for the available times or all appointments are booked, click the 'Back' button below, to select another location.

Appointment Date and Time (first available displayed by default)

Select Date: Tuesday, Jan 9th
Select Time: 09:20 AM

Location Details:
IdentoGO
3024 Westfork Dr
Ste B
Baton Rouge, LA 70816-2252

Buttons: Cancel, Back, Submit

9. The confirmation page will summarize the details and provide the estimated payment amount. (Payment is due at the time of service and cannot be paid online.)

Louisiana Retail Services

Current Service: 27 [Redacted] Louisiana [Redacted] [Print Status](#)

Status as of 01/08/2024

Pre-Enrolled
You have successfully pre-enrolled.

Service Details:
Date: 01/08/2024
UE ID: UZ7 S-55 SG57
Facility: [Redacted]
Service: 27 [Redacted]
Estimated Amount Due: \$55.75

We accept the following methods of payments:
Authorization Code, Business Check, Money Order, Credit Card

Card holder must be present at the time of payment.
Cash will not be accepted.

Important!
YOU WILL BE REQUIRED TO BRING THE FOLLOWING DOCUMENTS TO YOUR ENROLLMENT.
Legal Name must match exactly on all identification documents brought to enrollment.
1. Driver's License issued by a State or outlying possession of the U.S.
All ID Documents must be the originals. Copies will not be accepted.

27 [Redacted] Louisiana [Redacted]

Baton Rouge, LA Appointment Time:
IdentoGO 3024 Westfork Dr Ste B Baton Rouge, LA 70816-2252
01/09/2024 @ 9:20 AM
[View Map](#)

Please provide 24 hours notice when canceling/rescheduling an appointment.

Buttons: Cancel Appointment, Reschedule Appointment, Done

10. The applicant will receive an email with the confirmation page.

Reply Reply All Forward IM
Mon 1/8/2024 2:16 PM

no-reply@uemail.identogo.com

IdentoGO Service Confirmation - 27 [REDACTED] - Louisiana [REDACTED]
To [REDACTED]

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.



Status as of 01/08/24

Pre-Enrolled
You have successfully pre-enrolled.

[Click here to check your status](#)

Service Details:

Customer: [REDACTED]
UE ID: UZ78-558G57
Service: 27 [REDACTED]
Time: 1/9/2024 @ 09:20 AM (CST)
Location: Identogo
3024 Westfork Dr
Ste B
Baton Rouge, LA 70816-2252

IMPORTANT!
YOU WILL BE REQUIRED TO BRING THE FOLLOWING DOCUMENTS TO YOUR ENROLLMENT. Legal Name must match exactly on all identification documents brought to enrollment.
1. Driver's License issued by a State or outlying possession of the U.S.
All ID Documents must be the originals. Copies will not be accepted.

11. The enrollment is completed, and the applicant just needs to bring the ID indicated previously and a form of payment to the appointment.

Background Credentialing FAQs

Q1: Why is another background check required for certification when my Child Care Criminal Background Check (CCBC) for employment eligibility in an early childhood center is not “Expired” or has already been done?

The Criminal Background Check (CBC) for certification is separate from the Child Care Criminal Background Check (CCCBC), which is run for employment in an early learning center. Effective January 1, 2025, LA R.S. 17:8.9 requires a separate CBC for certification. A single background check cannot legally be used for multiple purposes, as the FBI and the LA State Police prohibit this. The CBC run for certification is a one-time requirement that does not expire. The CBC run for certification is a one-time requirement that does not expire, resulting in a "Clear Credential" notation on your certification record.

Please use the Educator Fingerprinting Packet with our service code to schedule fingerprinting for "LDOE - Certification & Educator Background Credentialing." You will know when we've received and reviewed the CBC when you see on www.teachlouisiana.net that we have issued/added the "Clear Credential" record. At that time, you will need to download the current ECAC application (initial or renewal) with the newly revised Professional Conduct form and submit it including all required pieces of the application packet as a new case (as if they've never applied earlier since the documents were not preserved/retained) through our online certification portal for the issuance or renewal of your early childhood ancillary certificate.

Q2: Can the LDOE provide me with a copy of the CBC?

We receive the official criminal background checks (CBC) from the LA State Police (LSP) and the FBI. We are not permitted to share the CBC, but according to LA R.S. 15:588, you have a right to review your records directly from LSP. Directions and disclosures for disputing the information in a CBC are found at the end of this document.

You may request to view, obtain a certified copy, make notes, administratively challenge the accuracy and contents of your criminal history information record, and seek corrections. [Please visit their website to obtain your copy via the "Right to Review" process.](#)

For more information on how to challenge and how to obtain your FBI Identity History Summary, please see the attached information at the end of this packet.

Q3: What if I am located too far away from a live fingerprinting scan location?

If you are unable to schedule fingerprinting at an Identogo location, there is a "mail-in" option.

Cardscan Processing:

Pre-enroll for cardscan submission at <https://uenroll.identogo.com/>. All processing fees will be collected during the pre-enrollment process (via credit card). A pre-enrollment confirmation page will be provided once registration is complete.

Obtain fingerprints on an FBI (FD-258) fingerprint card and complete the personal information fields. This may be done at a local law enforcement agency or by checking with the state police. They should have the fingerprint card mentioned at the location where you are fingerprinted. Alternatively, you may download the FD-258 document from IdentoGO when pre-enrolling in step 1.

Print and sign the completed pre-enrollment confirmation page, which includes the barcode printed on the top right of the page. Mail the signed pre-enrollment confirmation page and the completed fingerprint card to the mailing address provided or other specific instructions provided by your agency. Fingerprint cards must be sent to the following address for processing:

Prints, Inc.
IdentoGO LA Card Scan Operations
100 Salem Ct.
Tallahassee, FL 32301

Please be aware that submission of incorrect or invalid data, including but not limited to incorrect agency fingerprint reason or applicant demographic data that results in the need to conduct a new fingerprint card submission, will be at the applicant's cost. Demographic information provided on the fingerprint card must exactly match the demographic information entered during this registration process, or the card will be returned. Fingerprints submitted on hard cards are typically of lower quality and result in a higher rate of FBI rejections. Processing fingerprint cards takes significantly longer than fingerprinting at an enrollment center.

You will know when our office receives and reviews the criminal background check (CBC) when we issue the "Clear Credential," [viewable online when querying your name](#). The "[Clear Credential](#)" means that you are cleared for Louisiana certification in terms of the CBC.

Q4: What do I do when my fingerprints have been rejected twice?

After fingerprinting, an applicant may receive an email notification that the fingerprints were rejected due to the low quality of the prints. Idemia/IdentoGO will direct the applicant to schedule another fingerprinting appointment. If a second set of prints on an individual is still of low quality, the applicant will need to schedule a reprint at one of the designated reprint intervention locations so that the Louisiana State Police (LSP) can work with the print site to try to get the best prints possible.

1. Individuals residing in Louisiana can schedule an appointment through IdentoGO with one of the approved sites listed on the [Fingerprint Rejection Letter](#). Please notify LAPS@LA.GOV once the fingerprinting has been completed. Please include the newly assigned TCN number in the notification.
2. Individuals who do not reside in Louisiana must follow the instructions for mail-in background check requests. Please refer to the mail-in instructions in Q3 if needed.