

# Workplace Screening and Fingerprinting Procedures

## WORKPLACE SCREENING

The School District of Indian River County is a Drug Free Workplace and requires all individuals hired by the School Board to be free of alcohol and controlled substances. All job applicants offered a position with the School Board will be required to submit to a workplace screening.

The procedures for the workplace screening are as follows:

1. Prospective employees must pay processing fees based upon the type of position that the employee will hold with the District. These fees should not be paid until an offer of employment has been received. The fees are as follows:
    - **Prospective employees for the Department of Transportation and selected Maintenance positions: \$34.75** (positions requiring Commercial Driver's Licenses (CDL) such as bus drivers and heavy equipment operators)
    - **All others prospective employees: \$31.90** (positions that DO NOT require CDL processing)
  2. Prospective employees shall report to the Department of Human Resources for new employee processing and workplace screening between 9:00 a.m. and 3:00 p.m. as scheduled by departmental personnel when notified that a position is being offered.
  3. Payment may be made by **check** or **money order** payable to the *School District of Indian River County*. No credit cards or cash will be accepted.
  4. Applicants paying for both Workplace Screening (\$31.90 or \$34.75 if CDL) and the FDLE Retention Fee for fingerprinting (\$24.00) at the same time may present one check or money order payable to the School District of Indian River County for a total of \$55.90 or \$58.75 if CDL.
  5. An applicant's refusal to submit to the pre-employment screening shall constitute a basis for rescinding the offer of employment.
  6. Any individual who tests positive for controlled substances will be considered not qualified for employment with the School District and will not be eligible for employment for one (1) year from the date of the test.
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## FINGERPRINTING

The School District of Indian River County is committed to keeping our students and staff members safe. In compliance with the Jessica Lunsford Act signed into law on May 2, 2005, background check requirements have been expanded to include all contracted workers and consultants as well as employees. In addition, the Florida Department of Law Enforcement has implemented a database to track arrests of school district employees and contractors and notify the school districts when an employee is arrested. This new tracking system helps ensure that students and staff in our schools remain safe.

All employees, volunteers, student teaching interns, vendors, consultants and contractors must be fingerprinted and undergo a Level II background check. Everyone who will be at a school when students are present or who will have direct contact with students must complete the background screening. See below for more specific information on appropriate fees and items to bring with you when you are printed.

### General Fingerprinting Information:

1. ALL newly hired employees will be responsible for paying fees for fingerprinting. These fees should not be paid until employment has been officially offered.
2. All fingerprinting must be completed through the **Fingerprint Specialist** with the School District **by appointment only**.
3. Fingerprint reports from outside agencies will not be accepted.
4. Fingerprints must be kept current and are required to be updated every five years.
5. Any break in service will require individuals to be re-fingerprinted at their cost.
6. Contact **Ms. Nicola Blanton, Fingerprint Specialist**, at [nicki.blanton@indianriverschools.org](mailto:nicki.blanton@indianriverschools.org) or **(772) 564-3024** to schedule an appointment.

## Fingerprinting Fees and Procedures:

Fingerprinting fees and specific procedures are based on the type of relationship that each person has with the School District. **Each applicant should follow the procedures for the appropriate category** as outlined in the Fingerprinting and Workplace Screening Fees chart below.

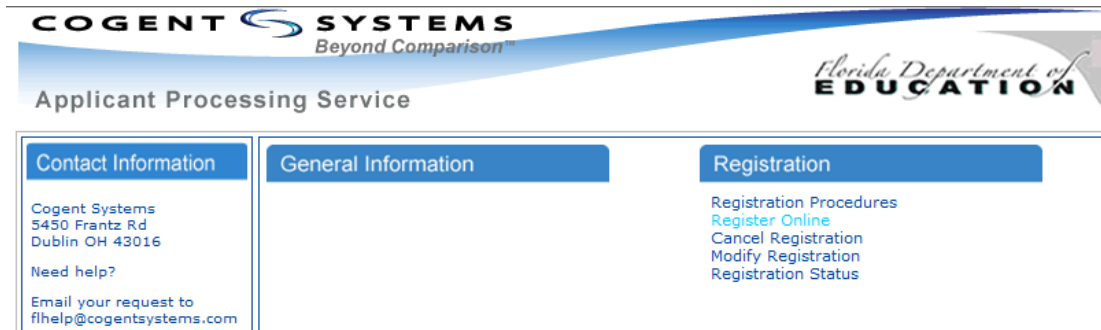
<b>FINGERPRINTING AND WORKPLACE SCREENING FEES</b>				
<b>Applicant Category</b>	<b>Fingerprint Fees Paid to 3M Cogent</b>	<b>Fingerprint Registration Selection</b>	<b>Fingerprint Fees Paid to SDIRC</b>	<b>Workplace Screening Fee</b>
<b>New Prospective Certified Staff</b> (Administrators, Teachers and Athletic Coaches)	\$50.00	FL931311Z – INDIAN RIVER COUNTY SCHOOLS/FDOE CERT	\$24.00	\$31.90
<b>New Prospective Non-Certified Employees</b> (Support, Food Service, Transportation, etc.)	\$50.00	FL931310Z – INDIAN RIVER COUNTY SCHOOLS	\$24.00	\$31.90 or \$34.75 (CDL)
<b>Charter School Employees:</b>				
A. Certified Staff	\$50.00	FL931311Z – INDIAN RIVER COUNTY SCHOOLS/FDOE CERT	\$24.00	\$31.90
B. Non-Certified Staff	\$50.00	FL931310Z – INDIAN RIVER COUNTY SCHOOLS	\$24.00	\$31.90
<b>Volunteers, Mentors, 1 to 1 Tutors</b>	\$42.50	V31020002 – INDIAN RIVER COUNTY SCHOOLS/VECHS - VOLUNTEERS		
<b>Chaperones</b>	\$42.50	V31020002 – INDIAN RIVER COUNTY SCHOOLS/VECHS - VOLUNTEERS		
<b>Athletic Coaches</b>	\$50.00	FL931311Z – INDIAN RIVER COUNTY SCHOOLS/FDOE CERT	\$24.00	\$31.90
<b>Adult Education Medical Academy Students</b>	\$50.00	FL931310Z – INDIAN RIVER COUNTY SCHOOLS	\$24.00	
<b>Student Observers</b> (Level I and II Practicum Students)	\$50.00	FL931310Z – INDIAN RIVER COUNTY SCHOOLS	\$24.00	
<b>Student Interns</b>	\$50.00	FL931311Z – INDIAN RIVER COUNTY SCHOOLS/FDOE CERT	\$24.00	\$31.90
<b>Extended Day/21st Century Grants Workers*</b>	\$50.00	FL931310Z – INDIAN RIVER COUNTY SCHOOLS	\$24.00	\$31.90
<b>Student Workers</b>	\$50.00	FL931310Z – INDIAN RIVER COUNTY SCHOOLS	\$24.00	\$31.90
<b>Substitute Teachers</b>	\$50.00	FL931311Z – INDIAN RIVER COUNTY SCHOOLS/FDOE CERT	\$24.00	\$31.90

\* **Please Note:** If you are expecting to complete requirements for your Florida Educator’s certificate within the next twelve months, select the second choice “FL93131Z – INDIAN RIVER COUNTY SCHOOLS/FDOE CERT.”

## Procedures for Payment of Fingerprinting Fees:

New employees and others who are working for or with the District are responsible for prepaying fingerprinting fees. These fees should not be paid until applicant is directed to do so by Department of Human Resources personnel. The total charge for fingerprinting for most people is \$74.00 which must be paid in two parts. Any exceptions are listed above.

- **Fees Paid to 3M Cogent:** The FDLE and FBI portion of the fingerprinting fees should be paid by credit card (VISA or MasterCard) at [https://www.cogentid.com/fl/index\\_fdoe.htm](https://www.cogentid.com/fl/index_fdoe.htm). From the Registration menu, click on “Register Online” as follows:



On the Applicant Registration page which will open after you click, select Indian River in the *County, Recipient, or Sponsor* field. In the second field, *CRI Literal*, make the appropriate selection from the fingerprinting chart above. Complete the rest of the registration page. **Be sure to enter your Social Security Number in the SSN (no dashes) field.**

**Applicant Registration  
Step 1 - Please Enter Your Information**

**Transaction Information**

County, Recipient or Sponsor: \*

CRI Literal: \*

CRI:

Payment Type:

**Be sure to print or write down your payment REGISTRATION number to bring with you for fingerprinting.**

Applicants without credit cards may also pay by bringing a money order ONLY payable to 3M Cogent to their fingerprint appointment. No cash, checks or credit cards will be accepted at the School District Office for this portion of the fingerprinting fee.

- **Fees Paid to SDIRC:** The \$24.00 fee paid to the School District of Indian River County (SDIRC) is for retaining your fingerprints on file for five years until they must be updated or renewed. This fee is payable by check or money order to the School District of Indian River County or SDIRC. No cash or credit cards will be accepted for this portion of the fee.
- **Combined Workplace Screening and Fingerprinting Fees:** Anyone who is completing the workplace screening and fingerprinting at the same time may combine the \$24.00 retention fee and the workplace screening fee of \$31.90 or \$34.75 (for CDL) and present one check or money order for \$55.90 or \$58.75 if CDL. The check or money order should be made payable to the School District of Indian River County or SDIRC.
- When fingerprint and workplace screening is received, the Fingerprint Specialist notifies appropriate District personnel.
- See New Hire Procedures for the next steps in the hiring process.