



## FALL RIVER PUBLIC SCHOOLS

To: All Fall River Public Schools (FRPS) employees hired during the 2013-2014 school year

From: Jocelyn LeMaire, Executive Director of Human Resources

Date: July 14, 2014

Re: Massachusetts required fingerprinting

During the last year, Massachusetts enacted legislation requiring fingerprint-based national background checks for all school employees.

The Massachusetts Department of Elementary and Secondary Education has mandated that all **newly hired** school employees, including educators, maintenance staff, cafeteria workers, bus drivers, and employees of contractors who work in the schools and may have direct and unmonitored contact with children are required to complete the new national background check for the 2013-2014 school year.

Please set up an appointment to complete the process using the following instructions:

- Go to <https://ma.ibtfingerprint.com/>
- Enter your first name and last name, then click Go
- Select the appropriate selection from the Agency/Sector drop down list, then click Go
- Select the appropriate applicant type, then click Go
  - o Department Of Early Education and Care (EEC)
  - o Pre-K-12th Grade Education (ESE)
  - o Adoptive and Foster Care (EEC)
  - o Family Child Care/Group, Center-based or Residential Care/Non-Relative Caregiver (EEC)
  - o Licensed Educator (ESE)
  - o All Other School Personnel (ESE)
- Confirm your agency by clicking Yes
- Enter 00950000 in the Provider ID form, then click Go

The fingerprinting procedure must be completed by August 30, 2014 and is a requirement for the position that you hold, failure to complete this process will affect your employment with the Fall River Public Schools.

Please do not hesitate to contact the HR department at 508-675-8420 with any questions.