



## **Aide Only Packet :**

**TUSCALOOSA COUNTY SCHOOL SYSTEM**

**BE A DIFFERENCE MAKER!**

**Become a Bus Driver or Bus Aide TODAY!**

### **Benefits:**

**No Experience Required – All Training Provided**

**Competitive Pay – Excellent Insurance & Retirement**

**Benefits – Positions available IMMEDIATELY**

**Enjoy the School Schedule – Holidays, Summers, Nights, Weekends &  
Weather Days OFF**

**Excellent Part-time Job or Works WELL with other job schedules, too –  
GREAT Hours!**

**Opportunities to earn EXTRA income ABOVE your salary**



**Contact Us: 205-342-2636 or [transportation@tcss.net](mailto:transportation@tcss.net)**



## Alabama State Department of Education Educator Certification Section

**Subject:** New Background Guidelines and Erin's Law Mandatory Training Certificate

1. Alabama State Department of Education Background clearance based on a fingerprint review through Fieldprint. (Additional instructions attached.)

You will need the following to be able to complete the registration process successfully:

- A computer, tablet, or smartphone with Internet access
- A valid email account
- Established AIM account
- ALSDE ID#
- Fee of \$46.20 paid by Debit card, credit card, or PayPal Account (Prepaid debit cards or credit cards are acceptable)
- Ability to provide their commonly known personal information (SSN, DOB, DL#, Height, Weight, etc.)

Be sure to follow the required sequence below. If you do not, you will not be able to complete the process successfully.

Step 1: Create an AIM Account <https://aim.alsde.edu>

Step 2: Complete Background Check Registration in AIM

Step 3: Create Fieldprint Account

Step 4: Complete authorization forms, schedule appointment, and fee payment

Step 5: Report for fingerprint appointment

2. Erin's Law Mandatory Training Certificate (See Instructions attached)

All employment recommendations are conditional upon Board approval and a favorable fingerprint clearance.

**This document is intended to provide basic information and will be updated as needed.**



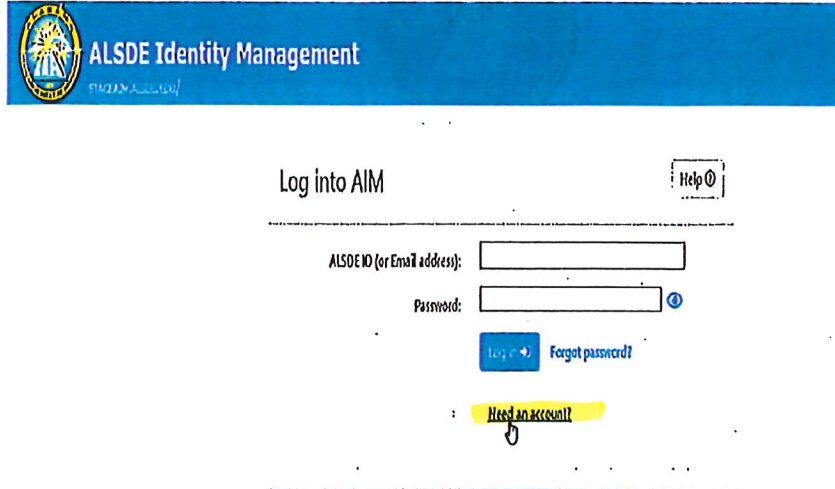
**Alabama State Department of Education  
Educator Certification Section**

**Creating an  
AIM Account**

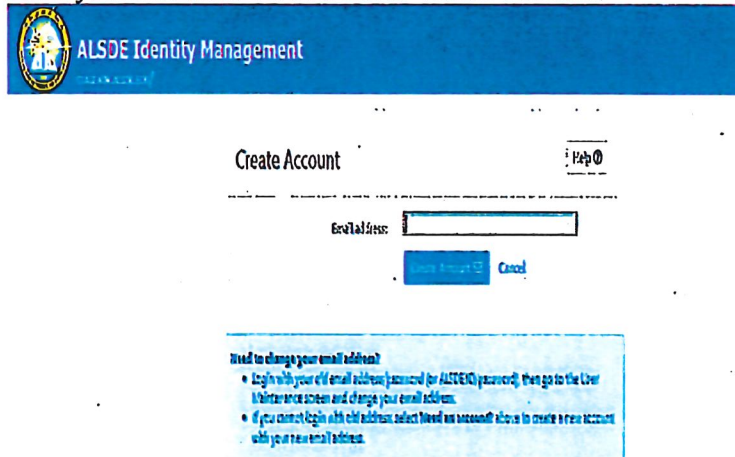
**This document is intended to provide basic information and will be updated as needed.**

Creating an AIM account

1. Visit <https://aim.alsde.edu>.
2. Select 'Need an account.'



3. Enter your email address and select 'Create Account.'





4. AIM will send an email to the address provided; go to your email and click the link.

Email sent!

We sent an email to coreyworkalsde@gmail.com; check and follow instructions.

## Log into AIM

Help ?

ALSDE ID (or Email address):

Password:



Log in →

Forgot password?

Need an account?



ALSDE AIM - do not reply - [aim@alsde.edu](mailto:aim@alsde.edu)  
to me ▼

7:10 AM (9 minutes ago) ☆ ↶ |

## Confirm Account Creation

This address [REDACTED]@gmail.com recently requested to create an ALSDE AIM account. If you did not initiate this account creation, please delete and ignore this message.

If you want to create an account, please open the link below (or cut and paste into your favorite browser) to confirm your ownership of this email account.

<https://alsde.alsde.edu/index.aspx?c=64&4161-6759-463447-663261664>

This email was sent from a notification-only address that cannot accept incoming email. Please do not reply to this message.

5. Provide required details in the Create Account page and select 'Create Account.'

Note: Be sure to follow password requirements.

Create Account

Help

Please enter your name as indicated on government issued identification.

Email address: [redacted]@gmail.com  
Title: Mr.  
Legal first name: BGR  
Legal middle name: [redacted] Optional  
Maiden name: [redacted] Optional  
Legal last name: Smith  
Suffix: [redacted]

Your password must:  
• be between eight and sixteen characters in length,  
• contain at least one number,  
• contain at least one uppercase letter,  
• contain at least one lowercase letter,  
• contain at least one special character, and  
• match the verification password.

Password: [redacted]  
Verify Password: [redacted]

Create Account Cancel

6. Select security questions and answers and select 'Save answers.'

Note: Remember your answers. They will be needed if you ever need to recover your account.

#### Security Questions

Please select one question from each of the provided lists and supply an answer that only you could provide for that question. If you forget your password or lock your account, we will ask you these questions. For your protection, you must answer these questions correctly before your password may be reset or your account unlocked.

Question 1	Question 2	Question 3
Select Question: What year did you make your first car?	Select Question: What is the name of your favorite movie?	Select Question: What is your middle name?
Answer: [redacted]	Answer: [redacted]	Answer: [redacted]

Save answers

Print this page 3 of 5  
12/17/2023 12:34:23

7. Acknowledge restrictions, agree to the terms of usage, and select 'Yes, continue.'

#### AIM Use and Restrictions

☒ I acknowledge the restrictions.

☒ I agree to the terms of usage.

Yes, continue

No, do not continue

8. Enter information on Demographics page and select 'Save demographics.'

### Demographics

The following information is required for assignment in the Education Directory. This information is used to properly update teaching certificates and bonds.

Please review and/or provide the required information below. If the correct SSN/DOB is not entered, it will delay your registration/access and/or certification process.

SSN:

Sex:

Date of birth:

Work phone:

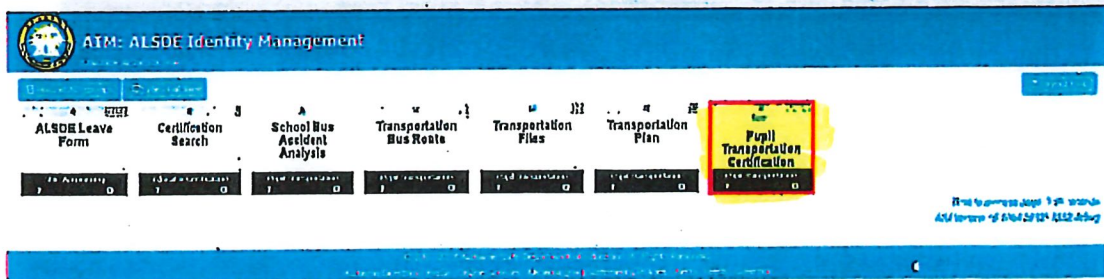
[Save Demographics](#)

## Application Guide

### Log into your AIM Account

After you have successfully logged into AIM, your home page may look something like this.

Click the 'Pupil Transportation' Tile:



## Application Guide

## 2. Applicants

After you successfully updated your AIM profile and clicked on the "Pupil Trans" Tile, you will be taken a page that looks like this below:

Transportation Certification

Applications

Users

Classes

Units

Office of Supporting Programs

Reports

Search Certifications

Application ID	Applicant Name	Applicant Site	Date Submitted	Status	Date Received	Application Status
No Data to Display						

Export Data

To start a new application: Point to Application and click NEW

Transportation Certification

Applications

Users

Classes

Units

Office of Supporting Programs

Reports

Search Certifications

Application ID	Applicant Name	Applicant Site	Date Submitted	Status	Date Received	Application Status
No Data to Display						

Export Data



## Application Guide

Personal Info and Contact Info on the application are prefilled from AIM profile. If you need to update any of those fields you can click on the link in the SSN statement as shown below. This will take you to the AIM User Profile Screen.

New

**Personal Info**

Applicant Name:

Address Line 1:  Address Line 2:

City:  County:  State:  Zip-5:  Zip-4:

**Drug Test Results**

Add Drug Test	Negative Results	Date Created
No data to display		

**Contact Info**

Home Phone #:  Call Phone #:  Work Phone #:

Email Address:

**Driver Info**

SSN Statement: Collection of your social security number (SSN) is required for the purpose of your personal background report. If incorrect, please update by editing your demographic details [here](#).

D/L #:  State:  Expiration Date:

Physical Data:  Physical Expiration Date:

Fill in Driver Info and Personal Background Report then Click Submit on the bottom of the application:

Does it ever keep you from performing your duties as a school bus driver?

6. Have you ever been denied automobile insurance?

7. Do you have any physical, mental, or medical conditions that that would interfere with you performing the duties of a school bus driver? (diabetes, epilepsy, congestive heart failure, high blood pressure, paralysis, loss of limb, etc.)

8. Have you had any type of vehicle accident in the past five years?

9. Has your driver license ever been suspended, removed, or revoked?

☐ YES ☐ NO

☐ YES ☐ NO

☐ YES ☐ NO

☐ YES ☐ NO

☐ YES ☐ NO

has been guilty of immoral conduct or unbecoming, or indecent behavior. This includes, but is not limited to, confirmed improper drug use, criminal convictions, failure to use the driver seat belt, unsafe driving, being/becoming uninsurable, or other just cause. If an Alabama certified school bus driver fails and/or refuses to drive for a local school system, the local transportation supervisor may place the driver on Inactive Status. Once placed on the Inactive list, the driver will be removed from the random drug testing list. An inactive status may be changed back to "Active" when the driver passes a pre-employment drug test, is placed on the drug and alcohol random drug tests, and is retrained by the local school system school bus driver trainer. An inactive status does not nullify a driver's certification as long as the driver recertifies each calendar year.

Submit

Time to process page: 2.75 seconds



## Application Guide

Click I Accept to finish the submitting process:

**Applicant Authorization**

**AUTHORIZATION:**  
*I understand that my completion of this application is necessary in order to obtain certification to drive an Alabama school bus and that my potential employment as a school bus driver rests solely with the above-named school system or other Alabama school system where I may apply. Under penalty of prosecution and dismissal, I hereby certify that the information presented is true, accurate, and complete. I understand that misrepresentation or omission of pertinent facts may be caused for denial, revocation, or suspension of my Alabama School Bus Driver Certification, denial of employment, or termination of employment. Further, I authorize the investigation of all statements contained herein and understand that any document relevant to this investigation may be reviewed by the agents of above-named school system or the Alabama Department of Education.*

SSN Statement: Collection of your social security number (SSN) is required for the purposes of your personal

You will see a confirmation window:

**Personal Info**

Applicant Name:

Address Line 1:  Address Line 2:

City:  County:  State:  Zip-5:  Zip-4:

**Drug Test Results**

**Contact Info**

Home Phone #:

Email Address:

**Work Phone #:**

**Success**  
 Application has been submitted.

- \* When AIM registration is complete the applicant will be taken to their home page. Select **'Fieldprint Background Check'** to start registration for a background check. **Note:** Be sure to make note of your **ALSDE ID#**. This will be needed to complete registration with Fieldprint.

ALSD2016-03-2124-0118





**Alabama State Department of Education  
Educator Certification Section**

**Registering for a Criminal History  
Background Check with Fieldprint**

**Applicants will need:**

- A computer, tablet, or smartphone with internet access
- A valid email account
- Established AIM account
- ALSDE ID#
- Fee of \$46.20 paid by debit card, credit card, or PayPal account (prepaid debit card or credit cards are acceptable)
- Ability to provide commonly known personal information (SSN, DOB, DL#, Height, Weight, etc.)

**Be sure your applicants follow the required sequence below. If they do not, they will not be able to complete the process successfully.**

**Step 1: Create an AIM Account**

**Step 2: Complete Background Check Registration in AIM**

**Step 3: Create Fieldprint Account**

**Step 4: Complete authorization forms, schedule appointment, and fee payment**

**Step 5: Report for fingerprint appointment**



1. Start by visiting our ALSDE Identity Management website at <https://aim.alsde.edu> and select "Need an account?." Follow the prompts to complete your AIM account.  
**Note: Existing AIM users should simply log into AIM by entering their ALSDE ID# or Email address and Password.**

The screenshot shows the ALSDE Identity Management website. The header is blue with the ALSDE logo and the text "ALSDE Identity Management". Below the header, the title "Log into AIM" is centered. There are two input fields: "ALSDE ID (or Email address):" and "Password:". Below the password field is a "Log in" button and a "Forgot password?" link. A link "Need an account?" is also present. A blue box contains instructions for users needing to change their email address. The browser's address bar shows "https://aim.alsde.edu".

ALSDE Identity Management

Log into AIM

ALSDE ID (or Email address):

Password:

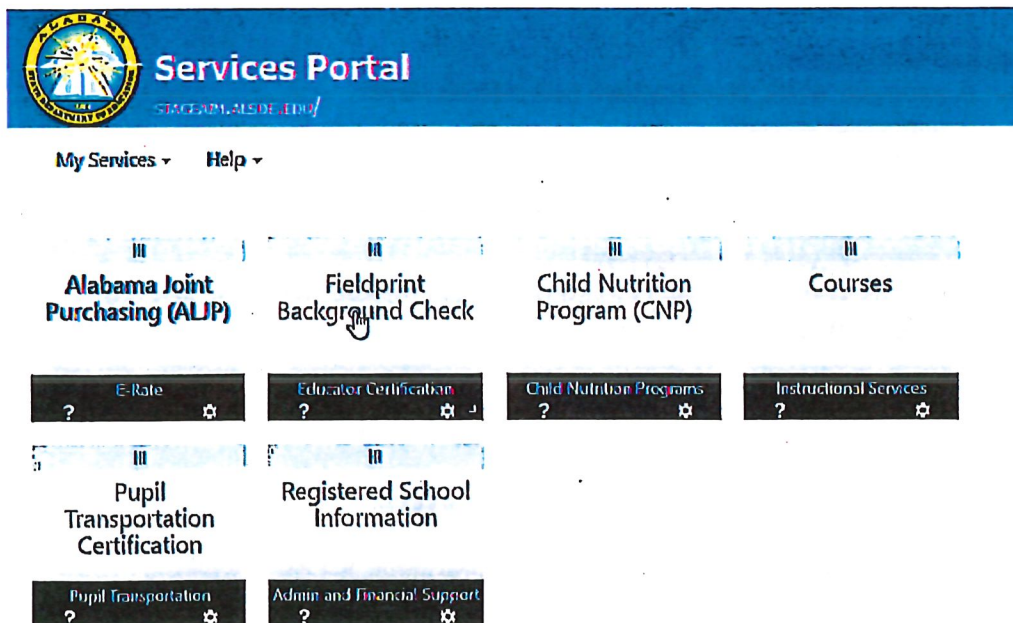
Log in Forgot password?

Need an account?

Need to change your email address?

- Login with your old email address/password (or ALSDE ID/password), then go to the User Maintenance screen and change your email address.
- If you cannot login with old address, select Need an account? above to

2. After AIM account is created, log in to AIM and select the 'Fieldprint Background Check' tile as shown below.



## 2.1 Press 'Set' button under Educator certification and Criminal history Background checks

### AIM Demographics

The following information is required for accessing various ALSDE applications, for assignment in the Education Directory, to properly update teaching certificates and bonds, and for background checks.

You must select an account type

Please provide accurate and complete information. Required sections are indicated by an asterisk (\*) to the right of the section name.

Account Type

These data fields are required in order to build a profile with Educator Certification. It is the individual's responsibility to provide accurate information and to keep all information current.

Account Type	Educator Certification and Criminal History Background Checks	Researcher	Public
<p>Select this option if you:</p> <ul style="list-style-type: none"> <li>are applying for an Alabama certificate, license, or permit,</li> <li>are attempting to complete a criminal history background check, or</li> <li>are updating personal information with Educator Certification.</li> </ul>	<p>Select this option if you:</p> <ul style="list-style-type: none"> <li>need access to public data applications, or</li> <li>are accessing data through a memorandum of understanding (MOU) with ALSDE.</li> </ul>	<p>Select this option if you:</p> <ul style="list-style-type: none"> <li>need access to public data applications.</li> </ul>	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Set

**Note:** It is the applicant's responsibility to provide accurate information. Failing to do so may result in a significant delays of the background check review. The user will need to keep up with the ALSDE ID# assigned in AIM. That number will be referenced when attempting to schedule an appointment with Fieldprint.

## 2.2 Enter Race and Ethnicity details and select 'Save' and then 'Continue to Citizenship.'

Race and Ethnicity

These data fields are required in order to build a profile with Educator Certification. It is the individual's responsibility to provide accurate information and to keep all information current.

Race: Black or African American  
Field is required.

Ethnicity: Not Hispanic/Latino  
Field is required.

Save

Continue to Citizenship

Continue

Time to process page

2.3 Enter Citizenship details and select 'Save' and then 'Continue to Phone Numbers.'

The screenshot shows the 'Citizenship' section of a registration form. On the left is a sidebar with a list of steps: Account Type, Ethnicity/Race, Citizenship (highlighted), Phone Numbers, Home Address, Characteristics, Birth Details, Background Check, State Identification, and RSA ID. Below the sidebar is a green 'Continue' button. The main content area is titled 'Citizenship' and contains a message: 'These data fields are required in order to build a profile with Educator Certification. It is the Individual's responsibility to provide accurate information and to keep all information current.' Below this is a question 'Are you a legal United States citizen?' with a dropdown menu showing 'Yes' and a red 'Field is required.' error message. A blue 'Save' button is positioned below the question. At the bottom right of the form is a green button labeled 'Continue to Phone Numbers' with a right-pointing arrow.

2.4 Enter Phone Number details and select 'Continue to Home Address.' **Note:** At least one phone number is required for registration.

The screenshot shows the 'Phone Numbers' section of the registration form. The sidebar on the left now highlights 'Phone Numbers' and has a green 'Continue' button below it. The main content area is titled 'Phone Numbers' and contains the same required information message. Below the message is a table with three rows of phone numbers:

Type	Phone Number	Actions
Home		<a href="#">Add</a>
Work	334.123.4567	<a href="#">Edit</a> <a href="#">Delete</a>
Cell	334.312.1669	<a href="#">Edit</a> <a href="#">Delete</a>

At the bottom right of the form is a green button labeled 'Continue to Home Address' with a right-pointing arrow.



2.7 Enter Birth Details and select 'Save' and then 'Continue to Background Details.'

Birth Details

Country: United States of America  
Field is required.

State: Alabama  
Field is required.

Save

Continue to Background Details

Account Type  
Ethnicity/Race  
Citizenship  
Phone Numbers  
Home Address  
Characteristics  
Background Check  
State Identification  
RSA ID

Continue

Time to process page  
AD-4 Version

# Background Check

These data fields are required in order to build a profile with Educator Certification. It is the individual's responsibility to provide accurate information and to keep all information current.

## Scenario

1. You are applying for a Professional Educator Certificate, a Professional Leadership Certificate, Alternative Certificate, Career and Technical Certificate, or an Emergency Certificate.  
Educator Certification  
Authority: Ala. Code 16-22A-5(d) (1975)
2. **You already hold a certification or license as an educator, school bus driver**, substitute, or in Professional Leadership, and are seeking public employment in a new local public school system (including public charter schools).  
Certified or Licensed Applicant for Public Employment  
Authority: Ala. Code 16-22A-5(a) and (d) (1975)
3. You are applying for a Substitute Teacher Licensure.  
Substitute Teacher Licensure  
Authority: Ala. Code 16-22A-5(d) (1975)
4. You are seeking employment at a public or private school in a position that does not require you to hold any license or certification. Examples include but are not limited to the following: secretary, instructional aide, custodian, lunchroom worker, **bus aide**, contractor, etc. This includes non-certified and non-licensed applicants for employment at public charter schools.  
Non-Certified or Non-Licensed Applicant for Public or Nonpublic Employment  
Authority: Ala. Code 16-22A-5(a), (b), and (d) (1975)
5. **You are applying for a School Bus Driver Certificate.**  
**School Bus Driver Certification**  
Authority: Ala. Code 16-22A-5(d) (1975)
6. You attend an Alabama College or University and are seeking admission to an Educator Preparation Program. If you are enrolled in an Educator Preparation Program outside of Alabama, please do not continue this process. Contact the Alabama State Department of Education, Office of Educator Certification, for more information at (334) 694-4557.  
Educator Preparation Program  
Authority: Ala. Code § 16-23-16.2 (1975)

---

\*\*\*\*\*Please read the following.\*\*\*\*\*

For new **Bus Drivers** you need to **Pick 5.**

For **Bus Aides** you need to **Pick 4.**

For **Bus Driver** coming from another system **Pick 2.**

2.8.b Applicant selects School System/IHE/Nonpublic school with which they are affiliated.

**Note:** Type the name of the LEA/Institution/Nonpublic school or engage the drop down arrow to see an alphabetical listing.

Site

- Athens State University (Athens, AL)
- Atmore Christian School (Atmore, AL)
- Atmore Work Release (None Supplied, AL)
- Attalla City (Attalla, AL)
- Auburn City (Auburn, AL)
- Auburn Classical Academy, Inc. (Auburn, AL)
- Auburn Classical Academy, Inc. (Opelika, AL)
- Auburn Montessori School - The Children's House (Auburn, AL)
- Auburn University (Auburn Univ, AL)
- Auburn University At Montgomery (Montgomery, AL)
- Autauga Academy (Prattville, AL)
- Autauga County (Prattville, AL)
- AWAKE Community School (Birmingham, AL)
- Azalea City Christian (Semmes, AL)
- Baldwin County (Bay Minette, AL)

2.8.c Applicant answers questions regarding convictions and then selects 'Save' and 'Continue to State Identification.' **Note:** If the applicants selects 'Yes' a pop-up message will be displayed informing the applicant to send additional information to the ALSDE. A 'Yes' response **does not** prevent the applicant from completing registration.

Have you ever been convicted of or entered a plea of no contest to a felony or misdemeanor other than a minor traffic violation?

☒ Yes ☐ No

Before your suitability status can be determined, the Certification Office will need additional information. Please mail **OR** email the following information to the ALSDE Certification Office. Be sure to include your ALSDE ID# along with any information you send.

1. A copy of the case action summaries showing the judgements, convictions, and sentencing or other outcome of your cases.
2. A notarized personal explanation regarding the circumstances surrounding your cases. You should include the dates involved, the places of conviction, final outcome, and any other factors that should be considered.

ALSDE Certification Office Mail address:

PO Box 302801

Montgomery, AL 36130-2181

BGR@alsde.edu

Field is required.

Save

Continue to State Identification

## 2.9 Enter State Identification details and select 'Save' and 'Continue to RSA ID.'

## 2.10 Enter RSA ID details and select continue. Note: RSA ID number is optional. If you do not have, or do not know your RSA ID number simply select 'No' and 'Continue' to complete your AIM registration. Note: The user will be immediately transferred to the Fieldprint Welcome screen.

## 3. Select 'Sign Up' to begin. Note: The applicant has been transitioned to Fieldprint.



## 3.1 User will review Fieldprint Authorization form and select 'I Agree.'

**3. Withdrawal of Consent to Electronic Signatures & Electronic Disclosures**

You may withdraw your consent to use electronic signatures or to receive electronic disclosures at any time by contacting us via email at [customerservice@fieldprint.com](mailto:customerservice@fieldprint.com). Any withdrawal of your consent to receive electronic disclosures or to use electronic signatures will be effective only after we have a reasonable period of time to process your withdrawal. However, withdrawing your consent to this Consent Agreement will terminate your ability to provide electronic signatures and to receive disclosures and other documents electronically. Continuing to provide electronic signatures after withdrawing consent is reaffirmation of your consent to the use of electronic signatures under the E-SIGN Act.

**4. You Must Keep Your Contact Information Current**

In order for us to be able to provide you with important notices and other information from time to time, you must ensure that the contact information in your online profile is current. This includes, but is not limited to, name, address, phone number, and email or other electronic addresses. In order to update your information, contact us via email at [customerservice@fieldprint.com](mailto:customerservice@fieldprint.com).

**5. Hardware and Software You Will Need**

To use our online processes, you will need Internet Browser software that supports at least 128-bit encryption, a current version of a program that accurately reads and displays PDF files (such as Adobe Acrobat Reader), a printer if you wish to print out and retain records, disclosures, etc. on paper, and a current and valid email address. You are responsible for the installation, maintenance, and operation of the computer and browser software that you use for these online services.

By clicking on the "I Agree" button below, you acknowledge that you are able to access information in the electronic form that will be used to provide the information that is the subject of this Consent Agreement.

Please indicate your consent to the use of electronic signatures and your consent to receiving disclosures and notices electronically by clicking on the "I Agree" button below. By providing your consent, you are also confirming that you have the hardware and software described above, that you are able to provide electronic signatures, and that you have an active email account. You are also confirming that you are authorized to provide this consent.

By clicking on the "I Agree" button I agree to the use of electronic signatures and to receiving documents and disclosures electronically.

If you DO NOT AGREE to the use of electronic signatures and to receiving documents and disclosures electronically, then please contact Fieldprint Customer Service at the following email address to assist you with a non-electronic option: [customerservice@fieldprint.com](mailto:customerservice@fieldprint.com) or call 888-472-4818.

You can download the "Consent Agreement" as a PDF file.

[Consent Agreement.pdf \(120 KB\)](#) [Download](#)

[I do not agree](#)

[I Agree](#)

[Terms & Conditions](#)  
[Consent](#)

[Fieldprint Privacy Policy](#)  
[Electronic Disclosures](#)

[Fieldprint Privacy Statement](#)  
[Fieldprint Virtual Justice Applications Privacy Rights](#)

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3.2 User enters information to create including Username, Password, and Security Questions and selects 'Continue.' **Note: Please record your password and security questions and answers securely. Answers to security questions cannot be duplicated.****Create Account**

Please fill in the following fields to create an account.

**\* Required Field**

Email*	<input type="text" value="e.g. example@domain.com"/>
Username*	<input type="text"/>
Password*	<input type="password"/> <a href="#">show</a>
Confirm Password*	<input type="password"/> <a href="#">show</a>
First Name*	<input type="text"/>
Last Name*	<input type="text"/>
Mobile Phone Number	<input type="text"/>

**Security Questions**

Please select three security questions and provide answers in the boxes below. Your answer(s) cannot contain your username, password, email address or security question.

Security Question 1*	<input type="text" value="Select one"/>
Answer 1*	<input type="text"/> <a href="#">show</a>
Security Question 2*	<input type="text" value="Select one"/>
Answer 2*	<input type="text"/> <a href="#">show</a>
Security Question 3*	<input type="text" value="Select one"/>
Answer 3*	<input type="text"/> <a href="#">show</a>

[Back](#)

[Continue](#)



3.3 Following the completion of screen 3.2 the user will be taken to the 'Verify Account' screen. **Note: An 8-digit code will be sent to the email account entered on the previous screen. Enter the 8-digit code and select 'Complete Registration.'**

### Verify Account

An email has been sent to your provided email address. The subject of the email will be "Fieldprint Scheduling Account Verification" and will arrive from email sender.auth@fieldprint.com.

Please follow the directions in the email to continue creating your account.  
You may need to check your Junk or Spam folder.

**① Please do not close your browser.**

If your browsing session closes, please log back in using your username and password and enter the 8-digit Verification Code emailed to you at the email address provided during account creation. This Verification Code will expire after 30 minutes.

\* — Required Fields

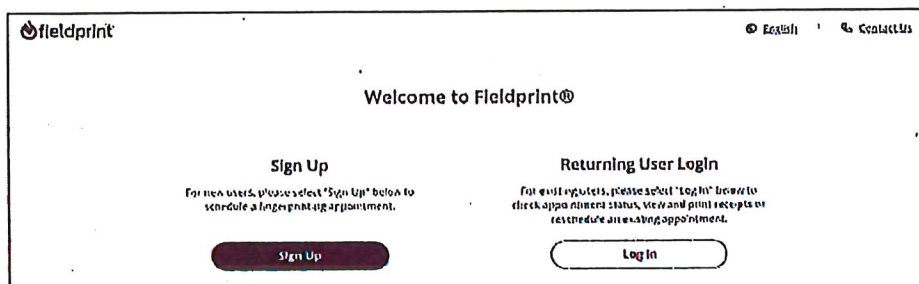
Verification Code \*

Your 8-digit code

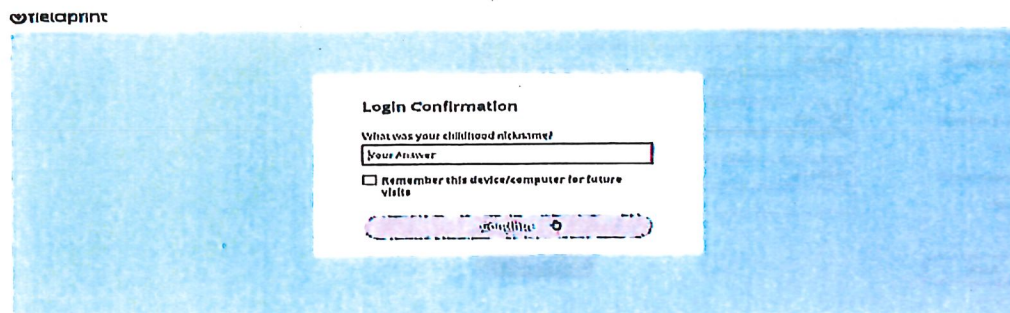
Didn't receive an email? Click [here](#) to resend email.

Complete Registration

3.4 User is returned to the Login screen. Select 'Log In' to continue with registration.

The image shows the Fieldprint welcome screen. At the top left is the Fieldprint logo, and at the top right are links for 'English' and 'Contact Us'. The main heading is 'Welcome to Fieldprint®'. Below this, there are two columns. The left column is titled 'Sign Up' and includes the text 'For new users, please select "Sign Up" below to schedule a fingerprinting appointment.' Below this text is a dark blue button labeled 'Sign Up'. The right column is titled 'Returning User Login' and includes the text 'For existing users, please select "Log In" below to check appointment status, view and print receipts or reschedule an existing appointment.' Below this text is a light blue button labeled 'Log In'.

3.5 Provide answer to security question and select 'Continue.' **Note: This Question and Answer was created during account creation with Fieldprint.**

The image shows the Fieldprint login confirmation screen. At the top left is the Fieldprint logo. The main heading is 'Login Confirmation'. Below this, there is a text input field labeled 'What was your childhood nickname?' with the placeholder text 'Your Answer'. Below the input field is a checkbox labeled 'Remember this device/computer for future visits'. At the bottom of the form is a light blue button labeled 'Continue'.

3.6 Enter ALSDE ID#, Last Name, and DOB and select 'Continue'

**Data Collection**

**Alabama DOE Demographics**

Alabama DOE Demographics

ALSDE ID#

Last Name

Date of Birth

Back

Continue

3.7 Enter contact information and select 'Continue.'

**Data Collection**

**Contact Information**

Alabama DOE Demographics

Contact Information

ALSDE Rules

Biosafety Disclosure

Fill Knowledgeable Applicant Privacy Policy

Fill Privacy Statement and Disclosures

Phone

Alabama Phone

Email

Preferred Contact Method

Appointment Reminder

Back

Continue

3.8 Review AL DOE Release form and select 'I agree' then 'Continue.'

Data Collection
ALDOE Release

Alabama DOE Copyright
Censorship/Intimidation

Author/Institution

☐ ALDOE Release
☐ No Statutory Release
☐ Educational/Research Institution
☐ Policy/Statistical and Policy/Intell

I hereby authorize the Alabama Law Enforcement Agency to conduct a thorough history background check and to release my criminal history information to the White House/Secretariat of Education. I do hereby affirm, my heirs, executors and administrators release and forever discharge the Alabama Law Enforcement Agency and its authorized agents from any and all claims, actions, or causes of action which may hereinafter ensue as a consequence of its release of the criminal history information as authorized herein.

I am an applicant for employment in law enforcement, or I am an applicant for employment in public safety, or I am an applicant for employment in a responsible school, or am applicant for a law enforcement program. Thus, I understand that the State Background Check Division shall provide a criminal background based on the State Bureau of Investigation and Federal Bureau of Investigation criminal history and national conviction records.

I am applying for employment in a law-enforced or law-enforced position in a public safety position and I understand that my past law-enforcement record of my criminal record status and pending charges.

I understand that I may be denied employment, unconditionally released to children, law-enforcement to serve, or application for licensure based on the information contained in the criminal history background information check.

I understand that a criminal record is not a criminal history background check and will result in not not being hired if applicable, not not being notified of hiring.

I am aware that I have five (5) years to obtain a copy of the background check report and to challenge its accuracy and completeness. The procedures for obtaining a challenge, correction, or updating of an FBI background record are set forth in Title 23, C.F.R. § 20.24. I also have a right to obtain a prompt determination from the availability of such challenge or when a problem is identified in the record by an employer. If the employer needs to determine whether to hire me, it is the employer's responsibility to determine whether to hire me based on the information in the criminal history background check. I understand that the information in the criminal history background check is not to be used for any other purpose than to determine whether to hire me.

I understand that I am not to be denied employment based on any applicable statute prior to my employment in law enforcement as a result of information reported from a criminal history background check.

I agree that I will provide and authorize the Alabama Law Enforcement Agency to conduct a thorough history background check and to release my criminal history information to the White House/Secretariat of Education. I do hereby affirm, my heirs, executors and administrators release and forever discharge the Alabama Law Enforcement Agency and its authorized agents from any and all claims, actions, or causes of action which may hereinafter ensue as a consequence of its release of the criminal history information as authorized herein.

TO USE THIS SERVICE, YOU CERTIFY UNDER PENALTY OF PERJURY THAT YOU ARE THE SAME PERSON WHO IS BEING FINGERPRINTED, WHO IS REVIEWING ALL OF THE APPLICABLE NOTICES AND COMPLETING THE APPLICABLE FORMS. IT IS STRICTLY PROHIBITED FOR ANYONE ELSE TO PROCEED FURTHER EXCEPT THE PERSON WHO IS BEING FINGERPRINTED, UNLESS YOU HAVE WRITTEN APPROVAL FROM SPECIAL CIRCUMSTANCES, SUCH AS A DISABILITY, FROM FINGERPRINT, LLC, OR THE REQUESTING ORGANIZATION/AGENCY.

☐ I agree

Name Print Name
John M Smith

Today's date

### 3.9 Review Fieldprint Biometric Disclosure form and select 'I agree' then 'Continue.'

[illegible]



3.10 Review the FBI Noncriminal Justice Applicant Privacy Rights Statement and select 'I acknowledge...' then 'Continue.'

Back
Continue

## 3.11 Review the Privacy Act Statement and select 'I acknowledge...' then 'Continue.'

DATA COLLECTION	FBI Privacy Statement and Privacy Notice
<input checked="" type="checkbox"/> Obtain and Enter Data <input checked="" type="checkbox"/> Contact Information	<p align="center"><b>Privacy Act Statement</b></p> <p align="center"><i>This privacy statement is located on the back of the FD-511 Application card.</i></p> <p>Authority: The FBI's mission is to protect and defend the United States against all threats to national security, and to maintain the integrity of the Federal Bureau of Investigation. The FBI is authorized to collect, use, and disseminate information for the purpose of carrying out its mission.</p> <p>Purpose: The purpose of this privacy statement is to inform you of the FBI's policies and procedures regarding the collection, use, and dissemination of your personal information. This statement is intended to help you understand how your information is being used and to provide you with the opportunity to exercise your rights under the Privacy Act.</p> <p>Retention: The FBI will retain your information for as long as it is needed to carry out its mission. If you wish to have your information removed from the FBI's files, you may request that your information be removed. However, the FBI may be required to retain your information for legal or administrative purposes.</p> <p>Access: You have the right to access and review the information that the FBI has collected about you. You may also request that the FBI correct or delete your information if it is inaccurate or outdated. To exercise these rights, you must submit a written request to the FBI's Privacy Officer.</p> <p>Disclosure: The FBI may disclose your information to other federal, state, or local law enforcement agencies, or to other government entities, for the purpose of carrying out their missions. The FBI may also disclose your information to the public, if it is in the public interest to do so.</p> <p>Complaints: If you believe that the FBI has violated your privacy rights, you may file a complaint with the FBI's Privacy Officer. You may also file a complaint with the Department of Justice, Office of the Inspector General, or the Federal Bureau of Investigation, Office of the Inspector General.</p> <p align="center">April 20, 2011</p> <p align="center"><i>See Page 2 for Special Instructions</i></p> <p align="center"><b>1</b></p> <p align="center"><b>Declaración de la Ley de Privacidad</b></p> <p align="center"><i>Esta declaración de la ley de privacidad se encuentra al dorso del FD-511 tarjeta de solicitud de empleo.</i></p> <p>Autoridad: La misión del FBI es proteger y defender a los Estados Unidos contra todas las amenazas a la seguridad nacional, y mantener la integridad del Departamento de Justicia. El FBI está autorizado para coleccionar, usar y divulgar información para el propósito de cumplir su misión.</p> <p>Propósito: El propósito de esta declaración de privacidad es informarle de las políticas y procedimientos del FBI con respecto a la coleccion, uso y divulgación de su información personal. Este statement está diseñado para ayudarle a entender cómo su información está siendo usada y para darle la oportunidad de ejercer sus derechos bajo la Ley de Privacidad.</p> <p>Retención: El FBI mantendrá su información por el tiempo que sea necesario para cumplir su misión. Si usted desea que su información sea removida de los archivos del FBI, puede solicitar que su información sea removida. Sin embargo, el FBI puede estar obligado a mantener su información por razones legales o administrativas.</p> <p>Acceso: Usted tiene el derecho de acceder y revisar la información que el FBI ha coleccionado sobre usted. También puede solicitar que el FBI corrija o elimine su información si es inexacta o obsoleta. Para ejercer estos derechos, usted debe presentar una solicitud escrita al Oficial de Privacidad del FBI.</p> <p>Divulgación: El FBI puede divulgar su información a otras agencias federales, estatales o locales de la ley, o a otras entidades gubernamentales, para el propósito de cumplir sus misiones. El FBI también puede divulgar su información al público, si es en el interés público hacerlo.</p> <p>Quejas: Si usted cree que el FBI ha violado sus derechos de privacidad, puede presentar una queja con el Oficial de Privacidad del FBI. También puede presentar una queja con el Departamento de Justicia, Oficina del Inspector General, o el Departamento de Justicia, Oficina del Inspector General.</p> <p align="center">Abril de 2011</p> <p align="center"><b>2</b></p> <p>TO: SEE THIS SERVICE, YOU CERTIFY UNDER PENALTY OF PERJURY THAT YOU ARE THE SAME PERSON WHO IS BEING REQUESTED TO PROVIDE ALL OF THE APPLICABLE INFORMATION AND DOCUMENTS TO THE APPLICABLE FORMS. IT IS ILLEGALLY PROHIBITED TO PROVIDE FALSE INFORMATION TO THE FBI. IF YOU PROVIDE FALSE INFORMATION, YOU MAY BE SUBJECT TO PROSECUTION FOR VIOLATION OF FEDERAL LAWS, INCLUDING PERJURY, AND YOU MAY BE SUBJECT TO PROSECUTION FOR VIOLATION OF FEDERAL LAWS, INCLUDING PERJURY, AND YOU MAY BE SUBJECT TO PROSECUTION FOR VIOLATION OF FEDERAL LAWS, INCLUDING PERJURY.</p> <p><input type="checkbox"/> I certify, under penalty of perjury, that I am the same person who is being requested to provide all of the applicable information and documents to the applicable forms.</p>



## Schedule Appointment and Payment

- 4.1 Enter full address, city, state or zip code and select 'Find' to determine find the Fieldprint locations nearest you and select an appointment date. Next select an 'Find Availability' to schedule an appointment time. **Note: The business name, address, and other information will be displayed.**


[English](#) | [Contact Us](#) |

Data Collection	Fieldprint Location
<input checked="" type="checkbox"/> Alabama DOE Demographics <input checked="" type="checkbox"/> Contact Information	Please enter an address below to locate nearby Fieldprint locations. <input type="text" value="50 North Ripley, Montgomery, AL 36116"/> <input type="button" value="X"/> <input type="button" value="Find"/> <input checked="" type="checkbox"/> Nearby Home Address
Authorization	
<input checked="" type="checkbox"/> AL DOE Release <input checked="" type="checkbox"/> Biometric Disclosure	

## 2 Results for 50 North Ripley, Montgomery, AL 36116

Please use the options below to proceed with scheduling.

[X Clear Filter](#)

Sun 19 Mar	Mon 20 Mar	Tue 21 Mar	Wed 22 Mar	Thu 23 Mar	Fri 24 Mar
---------------	---------------	---------------	---------------	---------------	---------------

Distance	Soonest Available Time	<a href="#">Open Map View</a>
----------	------------------------	-------------------------------

## 1. Fieldprint Site - Bradley Screening

[Find Availability](#)

5283 Vaughn Road, Montgomery AL 36116

M T U W T H F 08:30 AM - 04:30 PM

☒ No Additional Fees ☒ ADA Compliant ☒ Livescan☒ Expedited Processing ☒ Photo ☒ I9

5.23 mi

## 2. Fieldprint Site - PostNet



[Find Availability](#)

7806 Vaughn Road, Cornerstone Shopping Center, Montgomery AL 36116

M T U W T H F 09:00 AM - 03:00 PM

☒ No Additional Fees ☒ ADA Compliant ☒ Livescan☒ Expedited Processing ☒ Photo ☒ I9

## 4.2 Select 'Part of day' and time of requested appointment.

 English | Contact Us | 

**Data Collection**

- ✓ Alabama DOE Demographics
- ✓ Contact Information

**Authorization**

- ✓ ALDOE Release
- ✓ Waiver Release
- ✓ FBI Noncriminal Justice Applicant Privacy Rights
- ✓ FBI Privacy Statement and Privacy Notice

**Schedule Appointment**


**Fieldprint Location**

Wichita 2 Results

**Schedule Appointment**

Fieldprint Site - Bradley Sweeney, 5163 Vaughn Road, Montgomery AL 36116

MTUWTHF 08:30 AM - 04:30 PM

5.23 mi 

**Notice**

Once an appointment is scheduled, it may not be changed or canceled less than 24 hours before the appointment time without incurring a charge.

**Required Fields**

Available Date<sup>a</sup>

Part of day<sup>a</sup>

**Continue**

## 4.3 Select 'Debit or Credit Card' or 'PayPal' as your payment option.

**Data Collection**

- ✓ Alabama DOE Demographics
- ✓ Contact Information

**Authorization**

- ✓ ALDOE Release
- ✓ Waiver Release
- ✓ FBI Noncriminal Justice Applicant Privacy Rights
- ✓ FBI Privacy Statement and Privacy Notice

**Schedule Appointment**

**Payment**

**Notice**

Once an appointment is made, you may not make a change or cancel less than 24 hours before the appointment time without incurring a charge.

Your appointment will not be scheduled until payment has been completed.


**Date and Time** March 20, 2023 10:00 AM

**Location** Fieldprint Site - Bradley Sweeney  
5163 Vaughn Road, Montgomery AL 36116

Fee Type	Fee
Fieldprint Scheduling Fee	\$7.95
FBI Fee	\$38.25
<b>Your Total to Pay:</b>	<b>\$46.20</b>

**Payment Method**

**PayPal**

 **MasterCard**

Pay with **PayPal**

## 4.4 Insert Payment Account Information

<input checked="" type="checkbox"/> Automatic Debit	<b>Fee Type</b>	<b>Fee</b>
<input checked="" type="checkbox"/> FBI Noncriminal Justice Applicant's Privacy Rights	Fingerprint Scheduling Fee	\$7.93
<input checked="" type="checkbox"/> FBI Privacy Statement and Privacy Notice	FBI Fee	\$38.25
	<b>Your Total to Pay:</b>	<b>\$46.20</b>

Schedule Appointment

Payment

**Payment Method**

☐ Debit or Credit Card

X

Card number ▲

Expires ▲ CSC ▲

Billing address US ▼

First name ▲ Last name ▲

Street address ▲

Apt., ste., bldg.

City ▲

State Alabama ▼

ZIP code 60620

Mobile +1 (312) 694-4557

Email Test@user.com

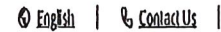
☒ Ship to billing address

By continuing, you confirm you're 18 years or older.

Continue

Return to previous page





[Print Confirmation](#)   [Get Directions](#)   [Download Printable Documents](#)

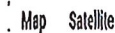
- ✓ Contact Information

Date and Time: Monday, March 20, 2023 10:00 AM  
Location:  Fieldprint Site - Bradley Screening  
5283 Vaughn Road,, Montgomery AL 36116



① QR Code Notice

Fieldprint uses a camera to scan the QR code and locate your unique appointment information. The camera does not save data or records.



**Payment**

Payment Date	Transaction ID	Amount	Fee Type
March 16, 2023 9:02 AM	9UB91469RF926593G	\$ 46.20	Fieldprint Scheduling Fee - \$ 7.95 FBI Fee - \$ 38.25

**What to Bring to Your Appointment?****Notice**

Original Documents are required. Photocopies will not be accepted.

- Please provide your appointment number to the technician at the time of your appointment. You may print this appointment confirmation page or bring with you via phone or email.
- For purposes of confirming your identity for your appointment, you must present one form of a current, valid, unexpired government-issued photo ID.

If you do not bring two valid, unexpired, acceptable forms of ID, your appointment cannot be completed. The name provided for the appointment must match both forms of identification and the date of birth must be on the primary form of ID, and must match exactly.

**Identification required to complete your appointment****Primary ID for Fingerprinting**

- State-issued driver's license
- State-issued non-driver identity
- U.S. Passport / Passport Card
- Military Identification Card
- DOD Common Access Card
- Work Visa w/ photo
- Global Entry Card
- Native American Tribal ID Card
- Permanent Resident Card (I-551)
- I-766 Employment Authorization Card
- Foreign Passport
- Foreign Driver's License

**Secondary ID for Fingerprinting**

- State-issued driver's license
- State-issued non-driver identity
- U.S. Passport / Passport Card
- Military Identification Card
- Bank Statement/Paycheck Stub
- Utility Bill / Insurance Card
- Credit Card/Debit Card
- Marriage Certificate
- Birth Certificate
- US Dept of Veteran Affairs Card
- Draft Record
- Transportation Worker ID Credential (TWIC Card)
- Certificate of Citizenship
- Certificate of Naturalization
- Native American Tribal ID Card
- Permanent Resident Card (I-551)
- DOD Common Access Card
- Work Visa w/ photo

**Reschedule or Cancel Minnie Brown Appointment (#6202099)**

Please note that once an appointment is made, you may not make a change or cancel less than 24 hours before the appointment time without incurring a charge. If you need to reschedule your appointment or cancel, please click the corresponding button below or call 877-675-4364.

If you decide to reschedule your appointment in the future, please return to [alabamascertificationfieldprint.com](#), log in as an existing user, and click on the Reschedule button to make a new appointment.

Cancel Appointment

Reschedule

Back to Home

Log Out

## Alabama DHR Child Abuse/Neglect "Erin's Law"

### Mandatory Reporting and Required Training

As a school employee or substitute, you are required by law to report any suspected child Abuse/neglect to your local Department of Human Resources (DHR). Anyone can make a report, not just the counselor. Our local DHR has requested that the person making the report should be the FIRST person that the child has talked to about an incident or anyone whose suspicions have been raised regarding the health/safety of a student.

We ask any time you make a report that you make the local school counselor aware of the Situation. (If DHR worker is sent to the school to investigate, they typically do so through the Counselor's office).

When making a report, always try first to call DHR (205-554-1100 or 205-554-1116 or 205-554-1117), although it is sometimes difficult to get through by phone. If that is the case, there is a form that can be filled out and faxed to DHR. The Alabama DHR website states that reports should NOT be emailed. Blank forms will be located in one of the mailboxes in the teacher's workroom directly behind the main office. If you fax a report, please give the counselor a copy of the report.

If you need assistance or support when reporting suspected abuse/neglect, please don't hesitate to let the counselor know! He or she will be glad to help any way they can.

### Interactive Training

All faculty/staff/substitute personnel are required to complete an interactive training about Mandatory reporting. **You will receive professional development time for completing this training in you need it for certification purposes.**

#### Directions:

1. Go to <https://aldhr.remote-learner.net/>
2. Read the general information this page, then click "Get Started"
3. Select 2023 Child Abuse Mandated Reporter Training
4. Create a new account
5. Complete all portions of the training (does not have to be completed in one sitting)
6. Print a copy of your Erin's Law Certificate of completion (required documentation) and save a copy for your files.
7. Certificate of completion must be sent to the Transportation Department Office. You can also fax certificate to 205-247-4189 or email the certificate to Donna Hickman at [djhickman@tcss.net](mailto:djhickman@tcss.net)



**Application for Employment**  
(Non-Instructional Classified Support Positions)



<b>Personal Information</b>			
Last Name		First Name	Middle Initial
Birth Date		Social Security Number	
Address	City	State	Zip
Home Phone Number	Cell Phone Number	Email Address	
<b>Employment Preference</b>			
Position(s) you are applying for:			Available start date

<b>Educational Background</b>			
High School Name	Location	Years Attended	Diploma/GED
Vocational School Name			Diploma/Certification
College Name			Degree Awarded
College Name			Degree Awarded

<b>Employment History (A resume may be attached for this section) – Start with most recent position</b>		
Employer (1)	Job Title	Dates Employed
Supervisor	Phone Number	Email Address
Address	City	State, Zip
Currently working in this position? <input type="checkbox"/> Yes <input type="checkbox"/> No	Reason for Leaving	Status <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary
Briefly describe your duties and accomplishments		

**Application for Employment**  
(Non-Instructional Classified Support Positions)



Employer (2)	Job Title	Dates Employed
Supervisor	Phone Number	Email Address
Address	City	State, Zip
Currently working in this position? <input type="checkbox"/> Yes <input type="checkbox"/> No	Reason for Leaving	Status <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary
Briefly describe your duties and accomplishments		
Employer (3)	Job Title	Dates Employed
Supervisor	Phone Number	Email Address
Address	City	State, Zip
Currently working in this position? <input type="checkbox"/> Yes <input type="checkbox"/> No	Reason for Leaving	Status <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary
Briefly describe your duties and accomplishments		
Employer (4)	Job Title	Dates Employed
Supervisor	Phone Number	Email Address
Address	City	State, Zip
Currently working in this position? <input type="checkbox"/> Yes <input type="checkbox"/> No	Reason for Leaving	Status <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary
Briefly describe your duties and accomplishments		

References (at least two must be work-related)			
Name	Relationship to applicant	Phone Number	Email Address



**Application for Employment**  
(Non-Instructional Classified Support Positions)



**CERTIFICATION OF APPLICATION FOR EMPLOYMENT**

Please read the following statements carefully and initial the boxes as confirmation of your having read and accepted these conditions:

\_\_\_\_\_ I certify that, to the best of my knowledge, all information provided by me on this employment application and all other information provided by me in the course of applying for employment with the Tuscaloosa County School System is truthful, accurate, and complete.

\_\_\_\_\_ I consent to the submission of my fingerprints to the Alabama Bureau of Investigation and the Federal Bureau of Investigation for reports on my criminal history, and I consent to the release of such criminal history background information to the State Department of Education and any local board of education with whom I seek employment. I hereby release the Alabama State Department of Education, the Tuscaloosa County School System and its employees, representatives, and agents thereof from any and all liability claims or damages for the acquisition and use of information obtained from these sources or developed as a result of contacting the previously named sources.

\_\_\_\_\_ Alabama school boards are required by state law to verify the employment eligibility of newly hired employees by using the federal E-Verify program. New employees are required to provide a Social Security number, an unexpired identity document that contains a photograph, and other acceptable documents that establish employment eligibility. In addition to determining whether a new hire is authorized to work in the United States, E-Verify will confirm that the employee's name and Social Security number match.

\_\_\_\_\_ I hereby authorize the Tuscaloosa County School System with whom I seek employment to obtain information relating to my current and previous employment, education, personal history records, military service records, and criminal history records.

\_\_\_\_\_ I hereby authorize the release of any information relating to my current and previous employment, education, personal history records, military service records, and criminal history records. I fully waive any rights or claims I have against the organization(s), its employees, representatives, and agents providing such information from any and all liability claims or damages that may directly or indirectly result from the use, disclosure, release or omission of any such information by any person or party.

\_\_\_\_\_ I understand that, if employed in a position that requires driving as one of the tasks, it is my duty to immediately advise my department head in writing of all traffic accidents and/or driving violation citations I have received or may receive in the future. Furthermore, it is my duty to immediately advise my department head in writing of changes in my health condition that may present a threat of harm to my own health or safety, or to the health and safety of others. Failure to comply may be deemed just cause for termination by the local board of education. I further understand that every local board of education within Alabama has a vital interest in maintaining safe, healthful, and efficient working conditions for its students, the public, and vehicle operators. Using or being under the influence of alcohol and/or drugs on the job is illegal and may pose serious safety and health risks not only for the user, but to all those who come in contact with the user. The possession, use or sale of alcohol or an illegal drug poses unacceptable risks to safe, healthful, and efficient operations.

\_\_\_\_\_ (If required by job description)

- a. I hereby understand and agree to submit to pre-employment alcohol and drug testing, pursuant to the Code of Federal Regulations (49 CFR §382), which requires CDL drivers who wish to be considered for employment to submit to pre-employment alcohol and drug testing.
- b. I understand that any CDL driver applicant who is unwilling to agree to these conditions should not apply for employment to any board of education or specialty school within Alabama.
- c. I understand that a positive alcohol and/or drug test, or a refusal to test, will result in an application for employment no longer being considered or a withdrawal of an offer of employment, if an offer has been made.

The Tuscaloosa County School System does not discriminate on the basis of age, race, color, sex, sexual orientation, religious preference, marital status, disability, national origin, or any other reason prohibited by state or federal law. Employees of the District are required to comply with the provisions of Title VII of the Civil Rights Act and Title IX of the 1972 Educational Amendments.

Your application once submitted, become the property of the Tuscaloosa County School System and are public records. Your application will be kept on file for one year.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_



