



Calhoun County School District
4400 McClellan Blvd · Anniston, AL 36201
256.741.7400

A background clearance is required for employment with Calhoun County Schools.

1. Create an AIM account online at <https://aim.alsde.edu>

- Under Log into AIM, click on “**Need an account?**” (Do NOT enter email or password here)
- Enter your email address and select “**Create Account.**”
- AIM will send an email to the email address you provided; go to your email and click the link within the email to confirm your account.
- Provide the required information on the Create Account page and select “**Create Account.**” Write down the password you created!
- Select three (3) security questions, type answers, and select “**Save answers.**”
- Check/Click the two small boxes to Acknowledge restrictions and agree to the terms of usage. Select “**Yes, continue.**”
- Enter the required information on the Demographics page and select “**Save demographics.**”
- When AIM Registration is complete, you will be taken to the AIM Homepage.
Write down your ALSDE ID# located in the top right corner! You will need this number.
- After writing down the ALSDE ID #, On the same AIM Homepage, select “**Fieldprint Background Check**” to start registration for a background check.

2. Registering for a Criminal History Background Check with Fieldprint:

- A.) Click “Schedule Appointment”
- B.) Complete New User Sign Up
- C.) Under Account Type, click the “**SET**” button under Educator Certification and Criminal History Background checks.
- D.) Enter Race and Ethnicity details and select “**SAVE.**” Then click the green box to the right “**Continue to Citizenship.**”
- E.) Enter Citizenship details and select “**SAVE.**” Then click the green box to the right “**Continue to Phone Numbers.**”
- F.) Enter Phone number details and select “**SAVE.**” Then click the green box to the right “**Continue to Home Address.**”
- G.) Enter/Edit Home Address details and select “**SAVE.**” Then click the green box to the right “**Continue to Characteristics.**”
- H.) Enter Characteristics and select “**SAVE.**” Then click the green box to the right “**Continue to Birth Details.**”
- I.) Enter Birth Details and select “**SAVE.**” Then click the green box to the right “**Continue to Background Details.**”
- J.) Under Background Details, Select the Scenario (as shown below)

¶ **Non-Certified or Non-Licensed Applicant for Public or Nonpublic Employment**

→ **BOOKKEEPER, SECRETARY, LIBRARY AIDE, PE AIDE, PRE-K AIDE, SPECIAL ED PARAPRO, CUSTODIAN, LUNCHROOM (Manager, Assistant Manager, Worker, Cashier), BUS AIDE, VOLUNTEER, etc.**

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,

¶ **School Bus Driver Certification**

→ **BUS DRIVER**

YOU ARE APPLYING FOR A **SCHOOL BUS DRIVER** CERTIFICATE

After selecting a scenario, the following question will appear and applies to volunteers and potential employees:

“Which institution type are you employed or going to be employed in AL?”

Select “Public/Charter/State/STC School”

Scroll down to **“Site”**

Use the drop down box to **Select** “Calhoun County (Anniston, AL)”

- K.) Answer questions regarding convictions and then select **“SAVE.”** Then click the green box to the right **“Continue to FBI Demographics”**
- L.) Enter Demographics and then select **“SAVE.”** Then click the green box to the right **“Continue to State Identification”**
- M.) Enter State Identification details and select **“SAVE.”** Then click the green box to the right **“Continue to RSA ID.”**
- N.) You DO NOT have an RSA ID so **“NO”** should be the answer selected under RSA ID.
- O.) Click the green box to the right **“Finished. Go to services portal.”**

3. You are now transitioning to Fieldprint at www.fieldprint.com/login. Select SIGN UP to begin

- Review Fieldprint Authorization form and select, **“I AGREE.”**
- Enter required information to create an Account with Fieldprint including Username, Password (you can use same one you created with AIM), Then Select **“CONTINUE.”**
- You will be directed to the “Reason Page” - Under the **“Don’t have a Fieldprint Code”** Select **AL - DEPARTMENT OF EDUCATION** from the dropdown box then select **“CONTINUE WITH THIS REASON”**
- Enter your ALSDE ID# you wrote down earlier, your last name, and DOB and select **“CONTINUE”**
- Enter contact information and select **“CONTINUE.”**
- Review AL DOE Release form and select **“I AGREE”** then **“CONTINUE”**
- Review Fieldprint Biometric Disclosure form and select **“I AGREE”** then **“CONTINUE”**
- Review the FBI Noncriminal Justice Applicant Privacy Rights Statement and select **“I ACKNOWLEDGE”** then **“CONTINUE.”** (2 times)
- Enter full address, city, state or zip code and select **“FIND”** to view the Fieldprint locations nearest to you.
- Select the location of your choice by selecting **“FIND AVAILABILITY”**
- To schedule an appointment at your chosen location, select the date and time you prefer then click **“CONTINUE”**
- Select Debit or Credit Card or Paypal as your payment option. Fee is \$46.20
- Enter payment account information and click **“CONTINUE”**
- Review appointment details and PRINT YOUR CONFIRMATION OR TAKE A SCREENSHOT OF YOUR CONFIRMATION including the QR CODE. You will need the QR CODE on this page when you go to the location for your appointment! An email confirmation will also be sent to you. The email confirmation will include a list of approved forms of identification that MUST be presented during your fingerprint appointment.
- IF YOU NEED TO CANCEL your appointment, be sure to REVIEW procedures for canceling an appointment!

Check your background clearance at: <https://tcert.alsde.edu/Portal/Public/Pages/SearchCerts.aspx>

Enter your last name, first name, birth year, and your ALSDE ID# and click **SEARCH**.

Scroll to the bottom of the page to view background status located in the large rectangle.(Example shown below)

Background Review	System Of Record
Status	
Individual has completed a criminal history background check as of 07/24/2023 and is suitable and fit to teach under state law.	Calhoun County

If assistance is needed with the fingerprinting process, contact Fieldprint Customer Service: 877-614-4364

Contact the Alabama State Department of Education for information related to the background check process: 334-694-4557