



Substitute Background Check

Before beginning this process, it is helpful to read through all four steps below. You will also need to be able to print, download, scan and upload. It is advised to do this on a laptop or desktop computer instead of a mobile device.

Step 1

Complete the ONLINE Background Consent Form/Fingerprinting Request and print the form when completed.

[ADE Consent Form](#)

You will need to print this and take with you to the **NWAESC** in Farmington for fingerprinting. You will fill out the Transaction Control Number on the backpage from Step 2, this number will start with **EDN** and will be on the Payment Summary Page from Arkansas Department of Education, this information will be sent to you **AFTER** you have completed Step 2

You will fill your information in the form and choose reason for background check as: Employment (Substitute Teacher)

Step 2

Go to [Arkansas Department of Education | Contact Us](#)

The school will be Greenland School District, the reason is substitute teaching. Here you will enter the information and pay for the FBI and ASP checks. The total cost is approximately \$40.00 (debit or credit card only).

YOU WILL NEED TO KNOW THE VERIFICATION CODE- 7204000

Be sure to print receipt with TRANSACTION NUMBER at the bottom.

Enter your email address.

Step 3

[Child Maltreatment Central Registry Form](#)

APPLICANT INFORMATION- complete with your information. Fill in the first email address with your email. The second with khill@greenlandsd.com Follow the directions on the form if you have children, you will need to submit their social security numbers. If you have lived at a different address in the last 5

years, you will need to enter those addresses as well. Follow the directions to have the form sent to your email. Once your form has been digitally signed you will begin the upload process.

Uploading your maltreatment form:

<https://ardhs.quickbase.com/db/bqqmshgyk?a=dbpage&pageID=19>

Complete the DHS Background Check Form.

The cost of the maltreatment check is \$11.00

Select you are a teacher, pre-service teacher, or attempting to work for a school in Arkansas.

Applicant Type Non-licensed/classified Substitute teacher - Yes

Is this a resubmission- NO

RESULTS SHOULD BE RELEASED TO:

Company/Requestor- Dept of Education (this auto fills, do not change it)

Contact Name- Kara Hill

Contact Email- khill@greenlandsd.com

APPLICANT INFORMATION- complete with your information. Fill in the first email address with your email. The second with khill@greenlandsd.com

At the bottom of the page is where you upload your Central Registry check form. You will then be directed to the payment screen.

Step 4

Make a fingerprinting appointment at the NWAESC in Farmington.

The address is: **4 North Double Springs Road**
Farmington, AR

After completing information, please visit <https://www.starfishnw.org/> to set up an appointment for fingerprinting (they have an online schedule calendar) or call 479-267-7420.

Results are usually available in 2- 3 weeks, providing that all the forms were submitted and uploaded correctly.