

SECURITY CLEARANCE PROCEDURES

Each student must successfully pass the School Board of Broward County Security Clearance. Security clearance is not only required for field experience and student teaching in Broward County Public Schools, it is required to obtain a teaching certificate in the State of Florida.

New Fingerprinting Procedures



ATTENTION

All Education Students!!

The School Board of Broward County has formed an alliance with L-1 Enrollment Services for outsourcing fingerprinting.

Beginning May 17, 2010, L-1 Enrollment Services will process all fingerprinting services in accordance with the Jessica Lunsford Act 1012.465 F.S. You MUST register for fingerprinting services online at www.L1Enrollment.com . You MUST have an e-mail address in order to complete the registration process.

The new fingerprinting fee will be \$76.50 payable in the form of credit card, paypal, or electronic check through the online system.

PLEASE NOTE: If paying by personal check or company check, your fingerprints WILL NOT be submitted to FDLE/FBI until your check clears with the bank. This will result in a delay of completing your background check. As a reminder, please allow 7-10 business days for your check to clear.

New Applicant Registration Process Pre-Service Professional

1. Go to www.L1Enrollment.com on the internet.
2. Click Broward County Florida on the map or from the drop down box and click "Go".
3. Towards the bottom of this screen, click on "Online Scheduling".
4. Chose either English or Spanish as the language by clicking on the preferred language.
5. On the "Welcome" screen, enter your first and last name and click "Go".
6. On the "Types of Service" screen, choose "New Vendors/Pre-Professionals" and click "Go".
7. On the "Applicant Details" screen enter your Company ID Number: **UE00064** and click "Go".
8. On the "Applicant Details" screen select "Student Teacher/Pre-Professional" and click "Go".
9. On the "Appointment Details" screen complete the selection of an appointment for your fingerprints and/or photo to be taken and click "Go".
10. On the "Applicant Information" screen complete the demographics information and click "Sent Information". Be sure to enter your email address accurately because this will be the method you will receive electronic updates on your process status.
11. On the "Application Details" screen complete the disclosure questions and click "Submit".
12. On the "Payment collection" screen, choose the appropriate payment method and click "Send Payment Information". If you are using a billing account, choose "Billing Account" as the payment type and enter the billing account number you have been provided by your employer and click "send Payment Information".
13. Print or write down the confirmation number and location you have chosen to have your photo and fingerprints taken.
14. If you chose an electronic payment type (not Billing Account), then you must complete payment by clicking "Continue to US Bank Epay".

15. Show up for your appointment and be photographed and fingerprinted. Be sure to bring your government issues photo ID to your appointment.

Once these steps are completed, further communication will be sent as processing occurs. If you are unable to schedule via the internet, the appointment may be scheduled by calling L-1 scheduling center at 1-866-528-1359 between 8:00 am and 5:00 pm, Monday through Friday (Eastern Time).

If you hold a badge which is still valid, please send a copy to the Teacher Education Program Office, Director of Clinical Education and Placement. You will not be placed without a valid badge. Procedure for Badge Renewal: School Board of Broward County Employees

You have up to 30 days prior to the expiration date of your badge to renew it. In order to renew your badge within the time frame, please contact the Broward College, Education Placement office to get the Badge Request Form. You will need to take the form together with your expired badge to the KC Wright Building in downtown Fort Lauderdale. The renewal fee is \$25. If your badge expires, you will need to restart the whole process and pay the full \$76.50 fee.

Expiration/Renewal Notices - As the expiration of your badge approaches, you will receive a notice indicating how to renew online including your **Replacement ID Number**. Follow the procedures below. You must return your expired badge to the UPS Store location in order to receive your new badge.

On-Line Badge Expiration/Renewal Process

1. Go to www.L1Enrollment.com on the internet.
2. Click Broward County Florida on the map or from the drop down box and click **“Go”**.
3. Towards the bottom of this screen, click on **“Online Scheduling”**.
4. Chose either English or Spanish as the language by clicking on the preferred language.
5. On the **“Welcome”** screen, enter your first and last name and click **“Go”**.
6. On the **“Types of Services”** screen, choose **“Badge Renewal”** and click **“Go”**.
7. On the **“Applicant Details”** screen select the reason for badge replacement and click **“Go”**.
8. On the **“Applicant Details”** screen enter your Replacement ID Number and click **“Go”**. (This number is provided from your employer if you are a vendor or college/university if you are a student teacher).
9. On the **“Applicant Details”** screen confirm the person displayed is the person for whom the badge is being replaced and click **“Confirm”**. Click **“Not Correct”**. If this is not the correct person.
10. On the **“Payment Collection”** screen, choose the appropriate payment method and click **“Send Payment Information”**. If you are using a billing account, choose **“Billing Account”** as payment type and enter the billing account number you have been provided by your employer and click **“Send Payment Information”**.
11. Print or write down the confirmation number and location you have chosen to pick up your badge.
12. If you chose an electronic payment type (not Billing Account), then **you must complete payment by clicking “Continue to US Bank EPay”**.
13. Wait for notification via email that indicated your badge had been printed and is ready for pickup. This email will include the address and hours of operation of the location you selected.
14. Go to the location during the indicated days and hours of operation to pick up your new badge. Be sure to bring your government issued photo ID and your current badge to the location.

If you are unable to register for a renewal via the internet, you may call the L-1 scheduling center at 1-866-528-1359 between 8:00 am and 5:00 pm, Monday through Friday (Eastern Time).

On-Line Badge Replacement Process(Lost Badge)

If you lose your badge, please follow the procedure outlined below to replace your badge. The fee for replacement is \$20.

1. Go to www.L1Enrollment.com on the internet.
2. Click Broward County Florida on the map or from the drop down box and click **“Go”**.
3. Towards the bottom of this screen, click on **“Online Scheduling”**.
4. Chose either English or Spanish as the language by clicking on the preferred language.
5. On the **“Welcome”** screen, enter your first and last name and click **“Go”**.
6. On the **“Types of Service”** screen, choose **“Badge Replacement”** and click **“Go”**.
7. On the **“Applicant Details”** screen select the reason for badge replacement and click **“Go”**.

8. On the “**Applicant Details**” screen enter your Replacement ID Number and click “**Go**”. (This number is provided from your employer if you are a vendor or college/university if you are a student teacher).
9. On the “**Applicant Details**” screen confirm the person displayed is the person for whom the badge is being replaced and click “**Confirm**”. Click “**Not Correct**” if this is not the correct person.
10. On the “**Applicant Details**” screen complete the selection of the location that you would like to pick up your replacement badge and click “**Submit**”.
11. On the “**Payment Collection**” screen, choose the appropriate payment method and click “**Send Payment Information**”. If you are using a billing account, choose “**Billing Account**” as the payment type and enter the billing account number you have been provided by your employer and click “**Send Payment Information**”.
12. Print or write down the confirmation number and location you have chosen to pick up your badge.
13. If you chose an electron payment type (not Billing Account), then **you must complete payment by clicking “Continue to US EPay”**.
14. Wait for notification via email that indicated your badge has been printed and is ready for pickup. This email will include the address and hours of operations of the location you selected
15. Go to the location during the indicated days and hour of operations to pick up your new badge. Be sure to bring your government issued photo ID and your current badge if you still have possession of it to the location.

If you are unable to register for a replacement via the internet, you may call the L-1 scheduling center at 1-866-528-1359 between 8:00 am and 5:00 pm, Monday through Friday (Eastern Time).

TEP students: If you have any questions or concerns please contact:

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