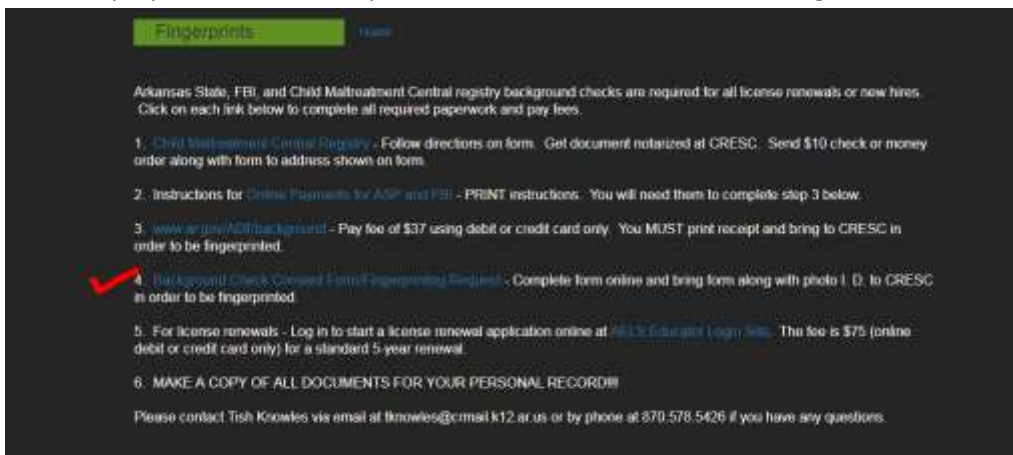


FINGERPRINTING INSTRUCTIONS

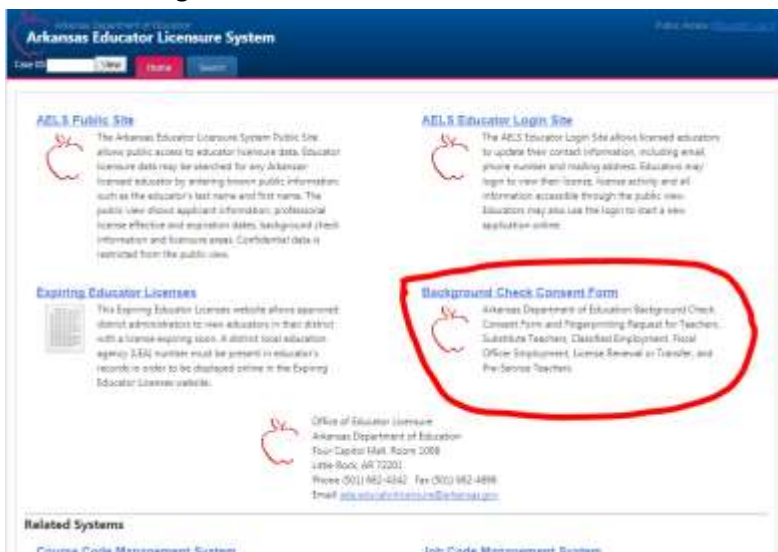
1. Go to the Crowley's Ridge website at www.crowleys.crs.c.k12.ar.us
2. Click on the LIVE SCAN FRINGERPRINTING ICON (as shown below)



3. New employees will click on option # 4 as shown below. If renewing a license click # 5.



4. Click the Background Check Consent Form link as shown below



Instructions continued on back

- Click the appropriate reason for the background check then click Continue. New Employees will select the last option -Teacher (Pre-Service)

Arkansas Department of Education
Arkansas Educator Licensure System

BACKGROUND CHECK CONSENT FORM / FINGERPRINTING REQUEST

This form is only for an applicant whose employer is paying for the state and federal criminal records background checks; it is NOT for payment. If you need to access the web page for payment, [CLICK HERE](#).

NOTE: The Child Maltreatment Central Registry check is not available on this web page. Follow your employer's instructions or see the instructions on the Department of Education website under Background Check Requirements.

STEP 1: REASON FOR BACKGROUND CHECK

| Check the CORRECT box | State Statute: | Requestor/Agency ID: |
|------------------------------------------------------------------------|---------------------------|----------------------|
| <input type="checkbox"/> Employment (Classified) | Ark. Code Ann. § 6-17-414 | EDW - AR920140Z |
| <input type="checkbox"/> Employment (Facial Officer) | Ark. Code Ann. § 6-17-421 | EDF - AR920203Z |
| <input type="checkbox"/> Employment (Substitute Teacher) | Ark. Code Ann. § 6-17-414 | EDW - AR920140Z |
| <input type="checkbox"/> Licensed Teacher Transfer of Employment | Ark. Code Ann. § 6-17-411 | EDC - AR920060Z |
| <input type="checkbox"/> Teacher Licensure, Renewal, Lifetime License) | Ark. Code Ann. § 6-17-410 | EDC - AR920060Z |
| <input type="checkbox"/> Teacher (Pre-Service) | Ark. Code Ann. § 6-17-410 | EDC - AR920060Z |

NOTE: IT IS A VIOLATION OF FEDERAL LAW TO REQUEST A DEPARTMENT OF EDUCATION BACKGROUND CHECK FOR ANY OTHER PURPOSE.
(For Example: Early Childhood, Non-RVPA Volunteers, Independent Contractors or Contracted Employees NOT in a staff position, Handgun Carry)

Continue

- Complete the form online, print the form and bring form along with photo I. D. to the Co-op in order to be fingerprinted.

Please do not go to the Co-op without the completed form and photo I.D. If you have any problems or questions, please contact Mrs. McCorkley at 870-563-2561.

CROWLEY'S RIDGE EDUCATIONAL SERVICE COOPERATIVE
1606 PINE GROVE LANE
HARRISBUR, AR 72370

PHONE: 870-578-5426
FAX: 870-578-5896

JULY OFFICE HOURS:
Monday – Thursday
8:00 – 3:30