

VECHS FINGERPRINTING – this information applies only to schools not to parishes and only those schools serving McKay students.

All non-certified paid personnel employed by a school serving McKay students and hired after July 1, 2007 must be fingerprinted using the VECHS system.

They must go online and register to make an appointment and then go to have their fingerprints done. This costs \$65.00.

The online address is: www.ibtfingerprint.com

They will be asked for personal information and for our Entity Number. Our entity number is: E-17040043.

These employees do not have to be fingerprinted through the diocesan system since we receive the results of the VECHS report.

All personnel who plan to be certified through the State of Florida **MUST** be fingerprinted through VECHS. They do not need to go through the diocesan office.

All personnel already certified in Florida need to be fingerprinted through the diocesan office.

Examples:

If a new aide, Admin. Assistant, bus driver, cafeteria worker, uncertified teacher, etc. was hired after July 1, 2007 they must be fingerprinted through VECHS.

If a new teacher was hired after July 1, 2007 but does not have Florida certification they must be fingerprinted through VECHS.

If you hire a teacher already certified through the Florida Dept. of Ed they must be fingerprinted through our diocesan system but not VECHS.

At this time volunteers are not affected by this new ruling. Therefore they must still be fingerprinted by our diocesan office.

It is imperative that you inform us if your school requires a person to be fingerprinted through VECHS. We receive the results, however have no way of knowing where people will be working.

FYI – an easier way to remember all of this is:

If you hire a new person and they cannot show you a copy of a Florida State Teaching Certificate they must be fingerprinted through VECHS.

If you hire someone and they show you their Florida State Teaching Certificate they must come to the Dept. of Christian Formation and be fingerprinted by the people in Sr. Margaret's Office.