

Scanner Questions

1. What has to be completed by the college before the person can have fingerprints scanned?

The college must input the demographic information in the system and generate a folder number for the individual.

2. Is there an increase in fees for the students?

No additional fee will be charged to have the BOEE scan the applicant's fingerprints. There is a reduced fee for applicants who come to the BOEE office to get fingerprinted.

3. How many fingerprinting machines will the BOEE bring?

*One machine for small groups, two for larger ones
When making the arrangements, please advise us as to how many students you will need to have fingerprinted so we can determine how many scanners are needed and how much time is needed. **We require a minimum of 20 students to send a scanner.***

4. How long will it take to fingerprint and complete paperwork for each student?

A few minutes to complete the paperwork & up to 10 minutes to fingerprint

5. What do students need to bring with them at their assigned fingerprinting date/time?

Completed waiver, money order for \$150, & driver's license or passport

6. What forms will students be completing at the time they are fingerprinted?

Complete the waiver form

7. If a person has already had a background check for a coaching authorization, does the person need to be fingerprinted again?

If the student has had a background check completed by the BOEE previously, the student likely does not need another background check.

8. When do students complete the Licensure Application?

That is the college's decision

9. What kind of room (and how big) do you want us to reserve for the fingerprinting dates?

At least a 12' x 12' room with tables and chairs, standard power outlets, and space to accommodate your waiting students.

10. Will paper fingerprint cards still be accepted?

Yes. And in some rare instances, the electronic scanner will not be able to obtain adequate fingerprints and the student will be required to complete a paper card.

11. Are there different expectations for the paper fingerprint cards?

The processing time for paper cards will take longer.

12. What do you expect is the processing time difference for background checks done by machine produced fingerprinting and the paper fingerprint cards?

The electronic scanning processing time should be about one week

13. Where would students go (in Des Moines) if they come to get printed because they missed the fingerprint dates at their institution?

The BOEE office is on the 3rd floor of the Grimes Building at 400 E 14th Street in Des Moines. Please call ahead to make sure we can assist you.

15. When will the fingerprinting be done for December graduates? May graduates?

We recommend that fingerprints be completed in the semester of student teaching or the semester before graduation, but it is up to the college and student to decide.

16. How long is the electronic scanned fingerprint valid?

We can keep record for one calendar year. After that date if no license has been issued, the student will have to be fingerprinted again. Thus if a student completes the electronic fingerprinting process in October 2009, fails student teaching in May 2010 and applies for a license in December 2010, the student will have to be fingerprinted and submit fees again.

17. Who do we contact to set up the scanning for our students?

You may send an email of possible dates to BOEE.Fingerprint@iowa.gov or call 515.281.3482 and speak to Danielle.