Texas Education Agency

PROCESS FOR USING

THE REGISTRY OF PERSONS INELIGIBLE FOR EMPLOYMENT IN PUBLIC SCHOOLS AND

THE MISCONDUCT REPORTING PORTAL –

FOR SCHOOL DISTRICT, CHARTER SCHOOL AND PRIVATE SCHOOL ENTITY USERS

(INCLUDES TEAL ACCOUNT SETUP FOR NEW USERS)

Version 1.2

March 12, 2020

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RELEVANT STATUTES

The 86th Legislative Session in 2019 passed House Bill 3, which was passed to further protect the safety and welfare of Texas students by:

- requiring schools to report certain allegations of misconduct against non-certified employees and,

- creating a registry of individuals who are not eligible for hire in a Texas public school based on misconduct or criminal history.

In Statute: Registry of persons not eligible for employment in public schools - TEC §22.092 as created by HB 3.

GLOSSARY OF TERMS

REGISTRY

- **Do Not Hire Registry** – An online list of individuals who are not eligible for employment in a Texas public school based on misconduct or criminal history.

- **Not Eligible for Hire** - An individual who is not eligible for employment in a public school and therefore may not be hired in any role.

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- **Under Investigation**- Pursuant to TEC §22.094, this individual is currently under review by the TEA Educator Investigations Division. This notation means that an allegation of misconduct is currently being investigated by TEA, and the individual's employability status has not been determined.

- **None Found** - The individual does not appear in the Registry of Persons not eligible for employment (Do Not Hire Registry).

INVESTIGATIONS OF CERTIFIED EDUCATORS

- **Investigation Warning** (on the Virtual Certificate)- A notation placed on an educator's certification when an allegation of misconduct is currently being investigated by TEA staff. A certificate with this notation remains valid because no formal determination has been made. The investigation Warning notation will appear on the educator online certification record with the following message: *Note: This individual is currently under review by the TEA Educator Investigations Division.*

- **Revoked** - A sanction placed on an educator's certificate which renders the certification invalid as a result of disciplinary action by the SBEC.

- **Permanently Revoked** - A sanction placed on an educator's certificate which renders the certification permanently invalid without the opportunity to reapply for a new certificate.

- **Voluntary Surrender** - An educator's voluntary relinquishment of a certificate, in lieu of disciplinary proceedings, which renders the certificate permanently invalid.

- **Suspended** - A sanction placed on an educator's certificate as a result of disciplinary action by the SBEC which renders the certification invalid for a specific period of time, or until reinstated by the board.

- **Reprimand** – A formal public censure by the State Board for Educator Certification which appears on the face of an educator's certification. A reprimand does not affect the validity of the educator's certificate.

- **Restricted** – A notation placed on an educator's certification which imposes limitations on the use of the certificate, as imposed by an SBEC order.

- **Denied** - Refers to a denial of a credential because the applicant was determined to be ineligible for certification based on non-completion of requirements, or was otherwise denied pursuant to 19 Texas Administrative Code §249.12.

- **Cancelled** – Action taken by TEA staff or the Board to invalidate a certificate that was issued in error.

- **Administrative Penalty –** An imposed monetary penalty by the SBEC against a superintendent, director, or principal for failure to report as required under §249.14(c). This action is pursuant to 19 Texas Administrative Code §249.15(a)(6).

- **Misconduct Reporting Portal –** A secure method for school personnel to submit reports of educator misconduct.

USEFUL LINKS

- **TEAL Login**   https://tealprod.tea.state.tx.us/TSP/TEASecurePortal/Access/LogonServlet

- **DPS secure site**   https://secure.txdps.state.tx.us/DpsWebsite/Login.aspx

- **Fingerprinting and Do Not Hire Registry Help Desk**   https://txeduagency.zendesk.com/hc/en-us/categories/115001620168-Fingerprinting-

If you already have a TEAL account, go to Page 9 to add access to the Do Not Hire Registry, or to Page 20 to add access to the Misconduct Reporting Portal.

TEAL ORGANIZATION APPROVER SETUP

The Texas Education Agency Login (TEAL) is a login portal for many TEA applications, including the Registry of Persons Not Eligible for Employment (Do Not Hire), and the Misconduct Reporting Portal. TEAL protects access to student records, educator records, school financial data, and other information that must be kept secure from unauthorized access.

An Organization Approver has the responsibility for reviewing and approving requests for access to Registry of Persons Not Eligible for Employment (Do Not Hire), as well as the Misconduct Reporting Portal. **Before requesting setup as an Organization Approver in TEAL, please be certain you have Legal Authority granted by your institution to approve access to this data.**

There are several levels of Organization Approver status:

Primary Approvers have the primary responsibility for approving requests for an organization. Only one Primary Approver can be designated per organization. For private schools, the Legal Authority is the Primary Organization Approver and must be listed as the Principal in the TEPSAC online directory at http://www.tepsac.org/. If you are not a TEPSAC approved private school, please submit a help desk ticket for further instructions: https://helpdesk.tea.texas.gov/hc/en-us/categories/115001620168-Fingerprinting-Do-Not-Hire-Registry

Alternate Approvers must be designated by the school's Legal Authority, and documentation verifying this designation must be submitted to TEA. The Alternate Approver is a designee that is given authority to approve requests for TEAL applications for the organization. For further details on the documentation required for the Alternate Approver, please submit a help desk ticket at the above link.

When requesting Organization Approver authority, a user must have first successfully requested and set up a TEAL account. Be aware that changing the temporary password to a permanent password and selecting the security challenge questions are only the first steps in successfully setting up a TEAL account.

SETTING UP A NEW TEAL ACCOUNT

- TEAL should be used with Google Chrome as the web browser.

- Open a web browser and go to the TEAL login.

- Click **Request New User Account** *(See Figure 1.0).*

Figure 1.0

- The User and Access Management page appears.

The following fields are required: **First Name**, **Last Name**, **Email Address**, **Verify Email**, **Birth Month**, **Birth Day**, and **Organization Type**. If you are an educator, **Birth Year** is required as well.

Use the Tab key to move from one box to the next.

- Type your first and last name.
- Type your e-mail address. This address will receive all notification e-mails, including the user access information that you need to log in.
- Retype your e-mail address to verify that the address is correct.
- Type your birth month and day. This information is used internally to help distinguish you from other users with the same first and last name and is not used for any other purpose.
- Type your birth year.
- Select the organization type that most closely matches yours from the list. If your organization type does not appear, select **Other**. Use the following table for help in choosing your organization type:
- Depending upon your organization type, you may be asked to select your manager's name or **Employing Organization.** If you are a TEA contractor, you must supply the **Employing Organization** before you can submit the form. In this case, your request is routed to the approver for your employing organization for approval before it can be implemented by TEA.
- Type your job title.
- Type your phone number, including area code.
- Type your mailing address.
- Check the information you provided to make sure it is correct.
- Click **Submit**.

After clicking submit to create your login user name, then you are redirected to the Create Your Password Page, with your Username displayed. Follow the instructions and click **Submit**.

A page of assurances appears. You must acknowledge these assurances to continue. The same assurances will appear at login every 30 days.

- Read the assurances and click **I Agree** to continue. If you do not wish to agree, click **Cancel**. However, you will be unable to access TEA applications that use TEAL.
- Next, you are prompted to select and supply the answers to three security questions.

TEAL software uses three security questions to verify your access if you forget your password or user name. Each person must select three security questions and provide the answers to those questions. The answers to these questions are confidential, and a person will not be reviewing your request when you ask for your password. Be sure to note the exact form you use to answer them, because the computer needs the exact response. For example, suppose you use the question **In what city did you meet your spouse/significant other?** and type the answer `Ft. Davis, Texas.` If, when you forget your password, you type the answer `Fort Davis, Texas,` or `Ft. Davis, TX,` the computer will not recognize that answer as correct.

To complete each security question, do the following:

Select a question from the list.

- Type the answer in the box, exactly as you mean to provide it. You must select and answer all three questions.
- Once you are logged in, you can request access to an application such as Educator Certification Online, the Do Not Hire Registry or the Misconduct Reporting Portal.

REQUESTING PRIMARY APPROVER STATUS

IMPORTANT: You must be the Superintendent or Head of School and have Legal Authority to approve access requests for your district or school. Do not request Primary Approver status if you do not have Legal Authority.

- Log into your TEAL account with your username and password.

- Once logged in, click **Edit My User Information.** *(See Figure 1.1)*
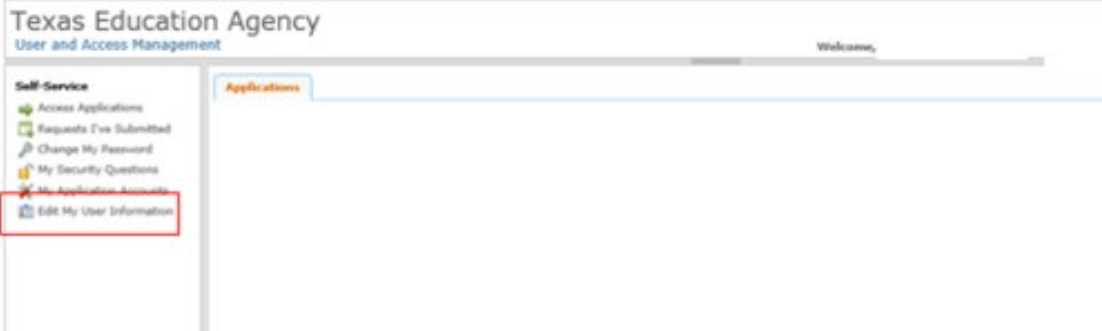
Figure 1-1

- Click on **Manage Approver Status**. *(See Figure 1.2)*

Figure 1.2

- Click on **Request Approver Status**. *(See Figure 1.3)*
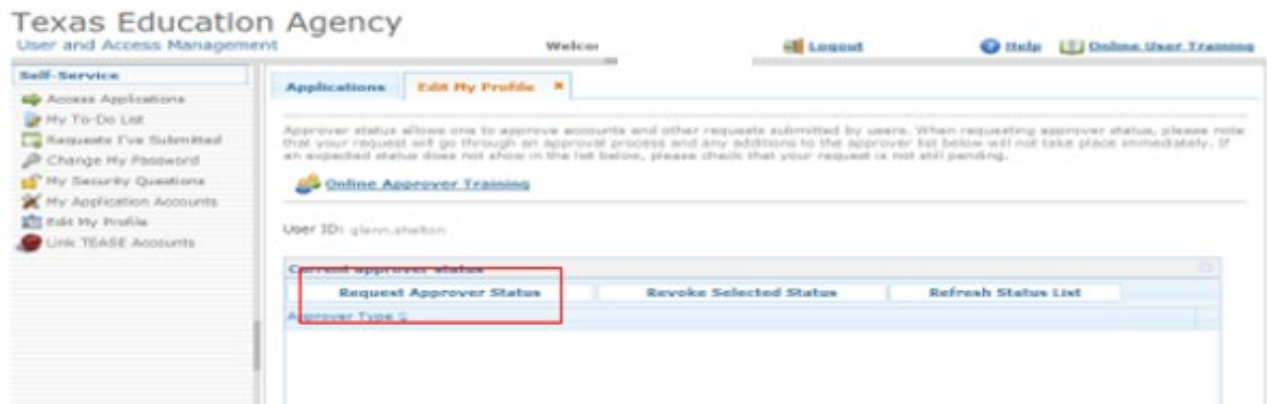
Figure 1.3

- For Approver Type, select **Primary Approver** as the level of Approver Authority. Enter the Organization name. Select your organization and click the **Add** button. *(See Figure 1.4)*
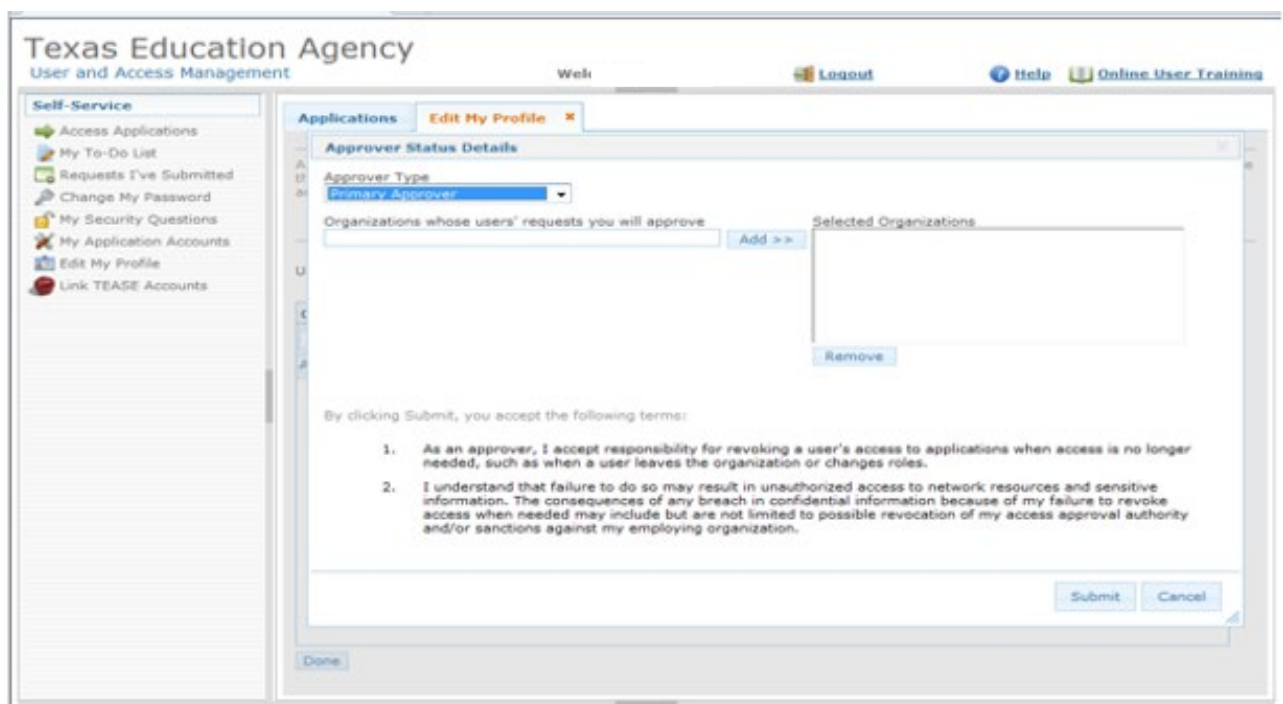
Figure 1.4

- Once the correct organization has been selected, read the disclaimer and click **Submit**. All requests for access will be reviewed by the TEAL Administration division as well as the Educator Investigations division. The TEA approval usually takes one to three days to be completed. A TEAL system email will be sent when TEA has approved the request.

ADDING REGISTRY ACCESS TO AN EXISTING TEAL ACCOUNT

- Log into your TEAL account at https://tealprod.tea.state.tx.us/ using your username and password. TEAL and the Do Not Hire Registry should be used with Google Chrome as the web browser.

- Click on **My Application Accounts** in the Self-Service Menu. *(See Figure 1.5)*
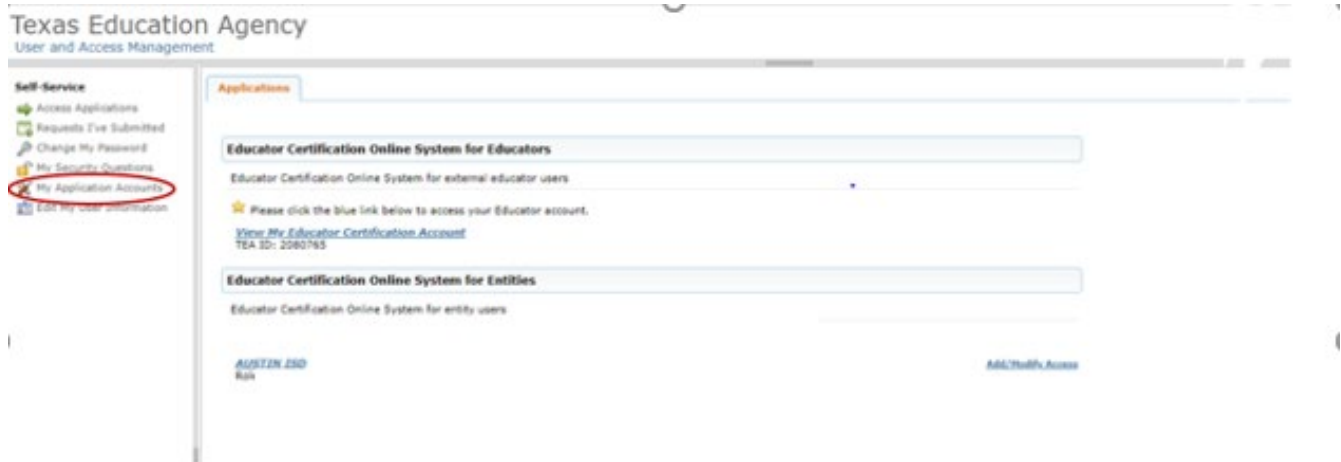
Figure 1.5

- Click on **Request New Account**. *(See Figure 1.6)*
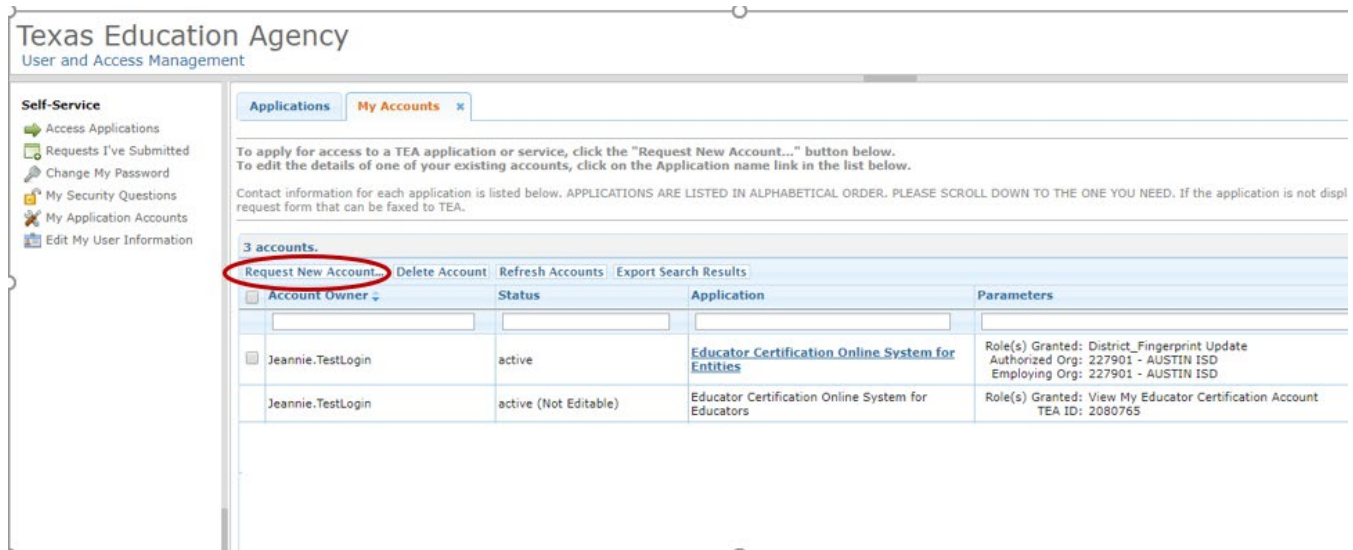
Figure 1.6

- Click on **DNHRegistry**. *(See Figure 1.7)*

Figure 1.7

- Click on **Add Access**. *(See Figure 1.8)*

Figure 1.8

- Enter the **Employing Organization** name or county/district number. Select your organization. Check the **Entity** box under Roles & Parameters. Enter the **Authorizing Organization** again under the Entity drop down box. Click **Done.** *(See Figures 1.9 and 2.0)*

Figure 1.9

Figure 2.0

- Click **Save Changes**. *(See Figure 2.1)*
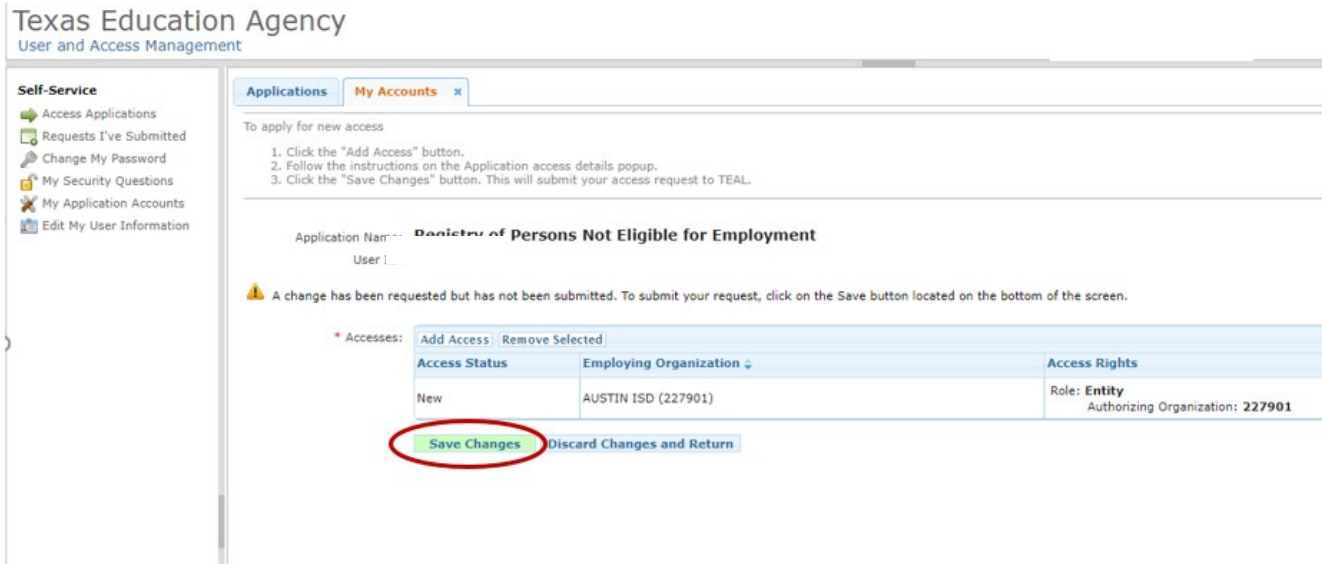
Figure 2.1

- The screen will display a message that the request was successfully submitted. Access will need to be approved by the Primary or Alternate approver of the district, and then by TEA staff. *(See Figure 2.2)*
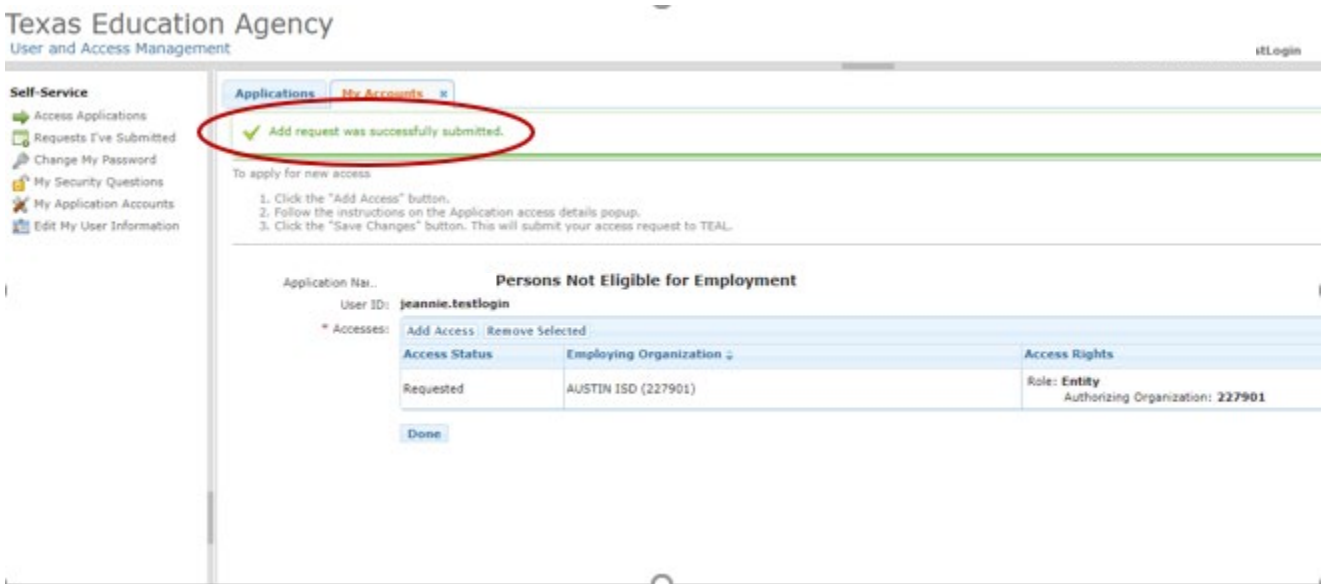
Figure 2.2

LOGGING IN TO THE REGISTRY THROUGH TEAL

- The Registry should be used with Google Chrome as the web browser.
- Log into your TEAL account at https://tealprod.tea.state.tx.us/ using your username and password.
- On the TEAL User and Access Management page, click on the blue **Entity** link above the district name and below the Registry of Persons Not Eligible for Employment application. *(See Figure 2.3)*
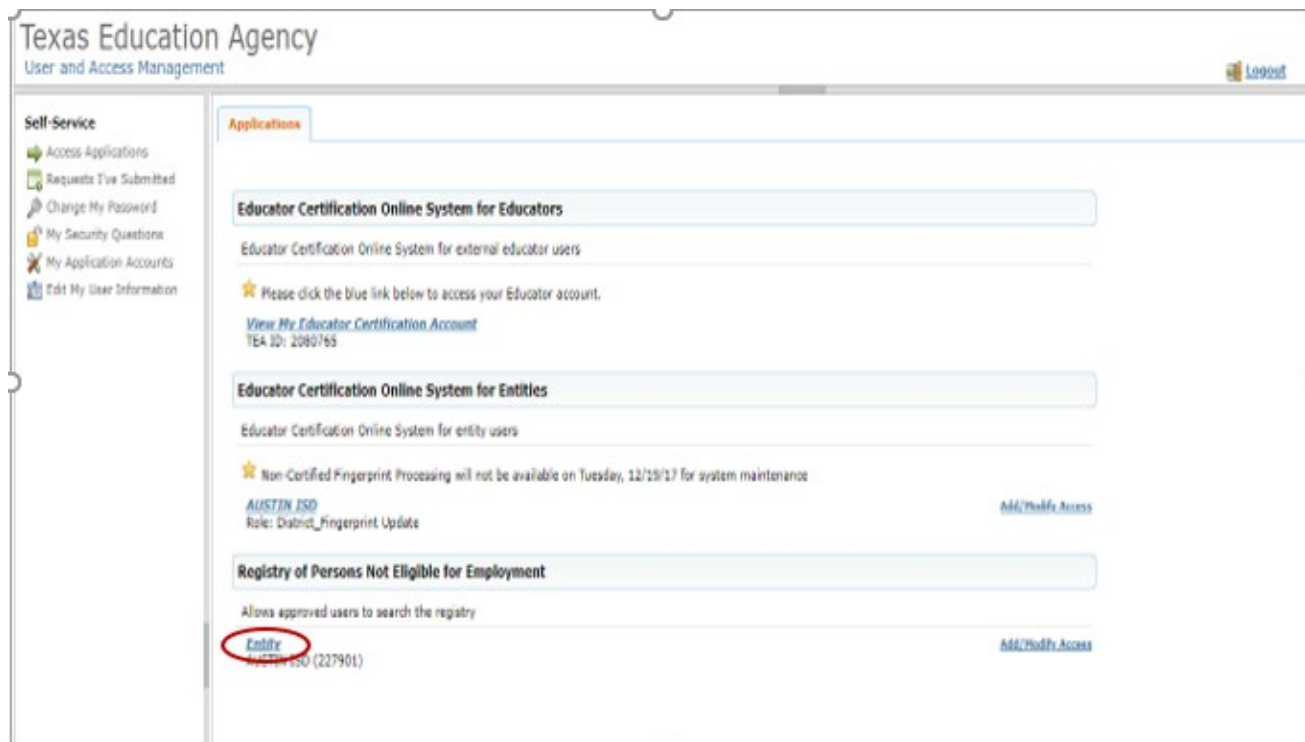
Figure 2.3

ENTITY REGISTRY UPLOAD

Creating the upload file –

- To create a file to upload, populate the following column headings into line 1 of an Excel spreadsheet *(See Figure 2.4)* Column headings must be present on the spreadsheet.
  - **Column A** – Last Name
  - **Column B** – First Name
  - **Column C** – Middle Name

- o **Column D** – Social Security Number (SSN)
- o **Column E** – Date of Birth
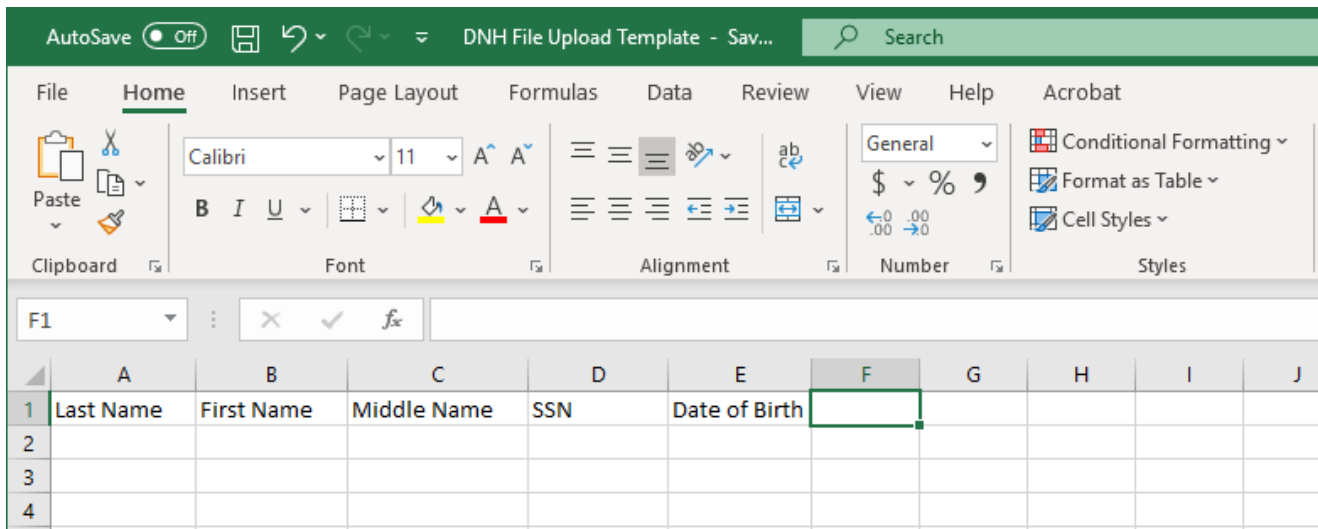
Figure 2.4

- Beginning with line 2, populate information into the appropriate columns for each individual who needs to be uploaded. A maximum of 2,500 individuals can be uploaded at a time.

- Follow the file layout format below when entering information on the spreadsheet:

  - o Column A - Last Name, **REQUIRED** field, 25 maximum characters

  - o Column B - First Name, **REQUIRED** field, 25 maximum characters

  - o Column C - Middle Name, Optional field, 15 maximum characters

  - o Column D - Social Security Number, **REQUIRED** field, 9 digits, all numeric, no hyphens, include leading zeros

  - o Column E – Date of Birth, **REQUIRED** field, format MM/DD/YYYY, ex: 01/01/1990

- If you enter an SSN that begins with a zero (0), format the SSN column to accept leading zeros in the Social Security number. To do this, right click at the top of the SSN column, choose 'Format Cells', followed by 'Text', and then 'OK'.

- The date of birth column must be formatted to convert the date to MM/DD/YYY format. To do this, right click at the top of the Date of Birth column, choose 'Format Cells', followed by 'Custom', type in mm/dd/yyyy and then 'OK'.

- Save the file as .csv (comma delimited) file prior to uploading. Be advised that the Registry will not accept a file in .xlsx format. The file must be in the .csv format.

Uploading the file –

- To upload a Registry file, access the Registry of Persons Not Eligible for Employment (Do Not Hire Registry) through TEAL.

- The upload screen displays file layout information and example file data. Before uploading, click the check box to affirm the information being uploaded is true. Select the file to be uploaded by clicking the 'Choose File' button. *(See Figure 2.5)*

Figure 2.5

The name of the file will display next to "Choose File." Click 'Upload' to upload the file. *(See Figure 2.6)*

Figure 2.6

- A message on the screen will indicate that the file was uploaded successfully and that results are available below. *(See Figure 2.7)*

REVIEW OF REGISTRY UPLOAD RESULTS

Registry upload results are available immediately after being uploaded. Click on the **Download** link to view results. *(See Figure 2.7)* The results fie may be downloaded within 7 days of the date of the upload, after which the results file will not be viewable. To obtain the most updated status for any record, submit a new Upload File.

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Figure 2.7

- Registry upload results are available immediately after being uploaded. Click on the **Download** link to view results. *(See Figure 2.7)* An Excel spreadsheet will open containing results for the file that was uploaded. A certificate sanction status and a registry status will be displayed for each individual. *(See Figure 2.8)*

    Certificate Sanction Status – Indicates an educator's certificate has been sanctioned. See 'Investigations of Certified Educators' in the Glossary for additional information. If a sanction is not present, the Certification Sanction Status result will be indicate 'None'.

    Registry Status – Refers to an educator's possible inclusion on an online list of individuals who are not eligible for employment in a Texas public school based on misconduct or criminal history. The statuses include 'Not Eligible for Hire', 'Under Investigation', or 'None Found'. See the 'Registry' section of the Glossary for additional information.

	A	B	C	D	E	F	G	H	I
1	SSN	First Name	Middle Name	Last Name	Suffix	Birth Date	Registry Status	Date on Registry	SBEC Sanction Status
2		Lisa		Jones		7/1/1975	Under Investigation		None
3		Kermit		Frogge		3/15/1956	Not Eligible for Hire	3/1/2020	Permanent Revocation
4		Gale	Lydia	Smith		12/9/1994	Not Eligible for Hire	1/2/2020	Voluntary Surrender
5		Devin	James	Garza		9/27/1984	Not Eligible for Hire	1/2/2020	Revoked
6		(N/A)	(N/A)	(N/A)	(N/A)	11/8/1976	None Found	(N/A)	None
7		(N/A)	(N/A)	(N/A)	(N/A)	7/14/1968	None Found	(N/A)	Suspended
8		(N/A)	(N/A)	(N/A)	(N/A)	9/25/1967	None Found	(N/A)	Suspended
9		(N/A)	(N/A)	(N/A)	(N/A)	10/5/1968	None Found	(N/A)	Suspended
10		(N/A)	(N/A)	(N/A)	(N/A)	8/4/1987	None Found	(N/A)	Reprimand
11		(N/A)	(N/A)	(N/A)	(N/A)	8/28/1990	None Found	(N/A)	Revoked
12									
13									

Figure 2.8

UPLOAD RESULTS SUBMITTED THROUGH THE FINGERPRINTING UPLOAD PROCESS

- The Fingerprint Upload Results page also includes Registry status result information.

- The fingerprinting upload process is performed in the Educator Certification Online System (ECOS). Access to this application may also be requested through TEAL.

- To view Fingerprinting Upload results after a file has been uploaded, log in to ECOS through TEAL, and click on **Fingerprinting** and then **Upload Status** from the Main Menu. *(See Figure 2.9)*
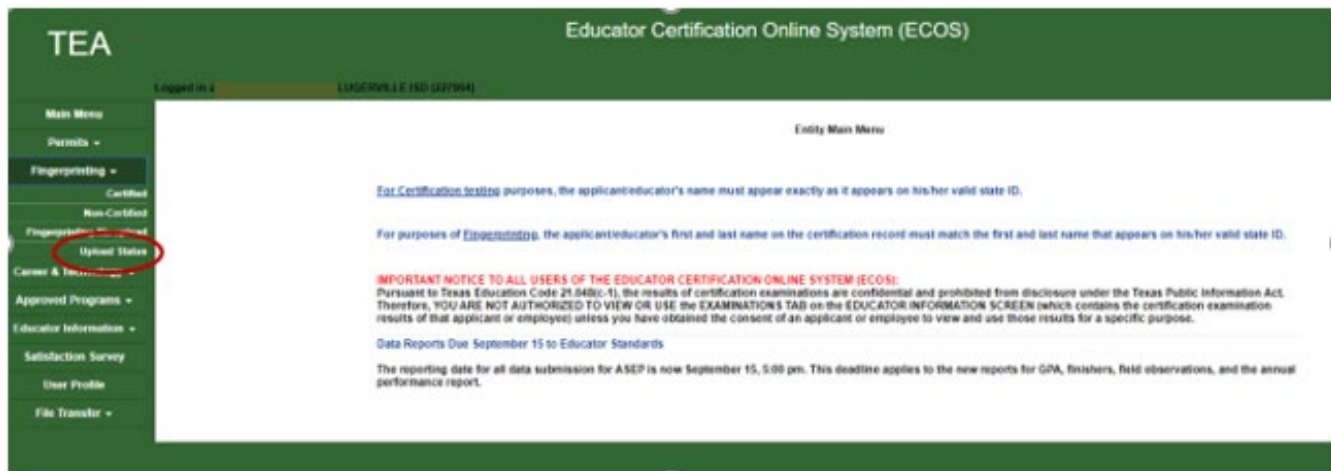
Figure 2.9

- The Upload Status page will display the file name as saved by the district user in the 'Upload File' column. Click on the hyperlink in the **Upload Results** column to view upload results. *(See Figure 3.0)*

Figure 3.0

- The Fingerprint Upload page will display the fingerprinting results, certification sanction status and Registry status for each individual uploaded. *(See Figure 3.1)*

Figure 3.1

- For additional information on the Fingerprinting Upload Process, visit the following link:

  https://tea.texas.gov/sites/default/files/TEA%20FP%20Process%20for%20School%20Districts%20and%20Charter%20Schools%20%28v%201.2%29.pdf

ADDING MISCONDUCT REPORTING PORTAL ACCESS TO AN EXISTING TEAL ACCOUNT

- Log into your TEAL account at https://tealprod.tea.state.tx.us/ using your username and password. TEAL and the Misconduct Reporting Portal should be used with Google Chrome as the web browser.

- Click on **My Application Accounts** in the Self-Service Menu. *(See Figure 1.5)*

- Click on **Request New Account**. *(See Figure 1.6)*

- Click on **DNHMisconduct**. *(See Figure 3.2)*

Figure 3.2

- Click on **Add Access**. *(See Figure 1.8)*

- Enter the **Employing Organization** name or county/district number. Select your organization. Check the **Entity** box under Roles & Parameters. Enter the **Authorizing Organization** again under the Entity drop down box. Click **Done.** *(See Figures 1.9 and 2.0)*

- Click **Save Changes**. *(See Figure 2.1)*

- The screen will display a message that the request was successfully submitted. Access will need to be approved by the Primary or Alternate approver of the district, and then by TEA staff. *(See Figure 2.2)*

LOGGING IN TO THE MISCONDUCT REPORTING PORTAL THROUGH TEAL

- The Misconduct Reporting Portal should be used with Google Chrome as the web browser.
- Log into your TEAL account at https://tealprod.tea.state.tx.us/ using your username and password.
- On the TEAL User and Access Management page, click on the blue **Entity** link above the district name and below the Misconduct Reporting Portal application. *(See Figure 3.3)*
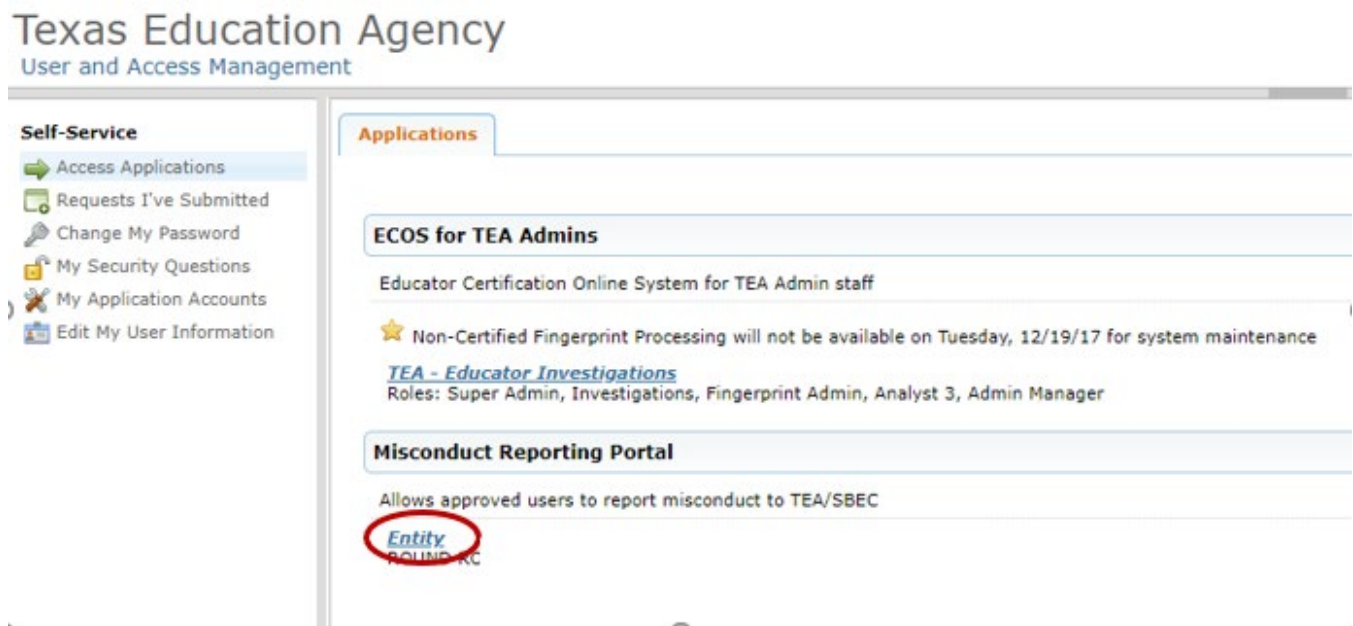

Figure 3.3

SUBMITTING A REPORT THROUGH THE MISCONDUCT REPORTING PORTAL

Figure 3.4

Misconduct Reporting Portal Content:

Your report must include the following information:

- A summary of the factual circumstances underlying the report;

- The name of the individual reported and any aliases;

- The reported individual's certificate number, if any, or social security number and date of birth;

- The reported individual's last known mailing address and home and daytime phone numbers;

- The names and any available contact information of any alleged victims;

- The names and any available contact information of any relevant witnesses to the circumstances requiring the report;
- The employment status of the individual, including any information about termination or notice of resignation;
- The name and contact information of the law enforcement or other agency involved in the review of allegations.

Please remember, this information is **required** by state law and SBEC rule *TEC §21.006 and TAC §249.14(f).*

How to submit a report *(See Figure 3.4)* –

- Enter the reported individual's SSN, first name, last name and date of birth.
- Select a file to upload.
- Click 'Upload'.
- After a successful upload, an email confirmation will be sent to you.

Please note:
- The maximum file size is 10MB.
- PDF is the only acceptable file type for uploads.
- Enter 9-digit SSN with no hyphens.
- Birth date should be entered MM/DD/YYYY.

When you have successfully submitted a report through the Reporting Portal, you should receive a confirmation email within one business day *(See Figure 3.5)*. If you have not received an email, please contact TEA through the TEA Help Desk.
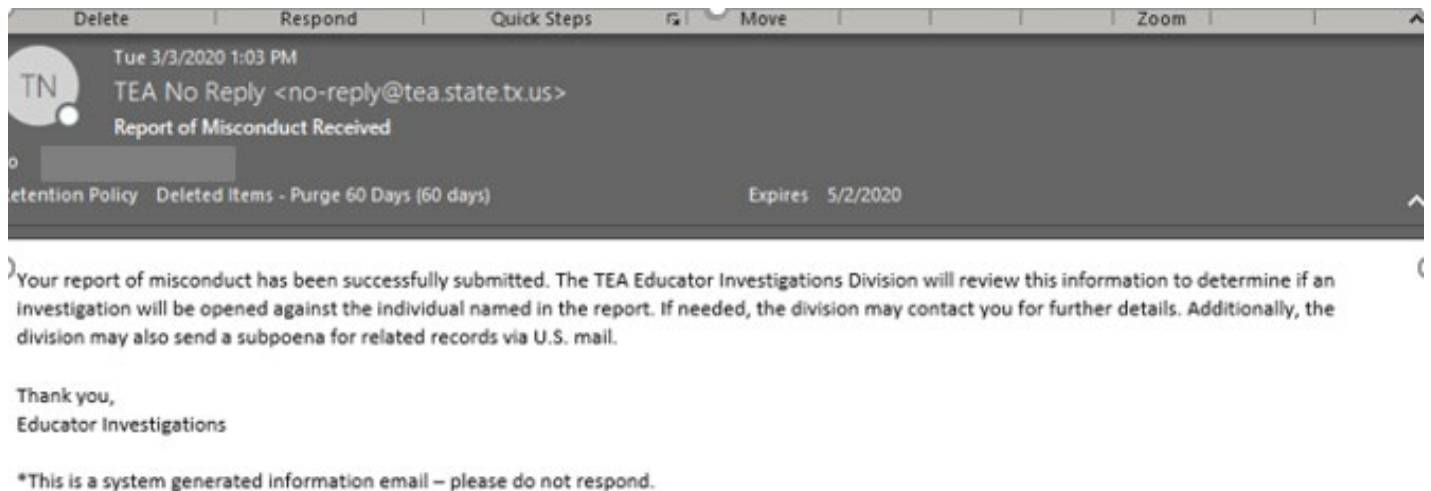

Figure 3.5