



ENROLLMENT SERVICES DIVISION



REVISED 5/18/2010

April 23, 2010

Dear Valued Customers:

L-1 Enrollment Services (L-1) is pleased to be sending you this letter to announce the beginning of our fingerprinting and badging service for The School Board of Broward County, Florida (SBBC). This letter is focused on providing you with the information you need to begin processing your employees and pre-professionals using our SBBC EasyPath service. As a part of this service start up, **it is critical that you complete the attached forms and return them as quickly as possible to ensure continued service for your applicants.** It is important to remember that any change in company name, address, phone number, fax number and/or email address must be communicated to L-1. There are a number of exciting services and communication options we offer and we must have the proper information from you.

Applicant Scheduling

All applicants must schedule a fingerprinting/photo appointment to initiate the background check process. This is accomplished by using our secure website www.L1Enrollment.com. Attached to this letter are detailed enrollment instructions for the use on this website. Additionally, we have provided an abbreviated version for use in your applicant hiring/program initiation packets. You may modify this form as you see fit. It would be especially helpful to include your Company ID number (formerly known as JLA number from the previous service provider) in the blank provided on these instructions to eliminate any confusion on the part of your applicants during the scheduling process. **The number you use to identify your company will not change from the vendor number you were provided from the previous service provider.** Your applicants cannot schedule an appointment without this number.

Payment Options

During the registration process, the person interacting with our system will be asked to provide a method of payment. Payment options are electronic check (e-check), Visa, MasterCard, Discover, or use of an established escrow account code. A payment method will be required at the time of registration for all services. If you require that your employees/pre-professionals pay for themselves, then each applicant will simply choose a method of payment and enter their payment information.

If you choose to pay for these services by establishing an escrow account, you must complete the *EasyPath – Escrow Account/Registration Application Form*. Once you have established an escrow account, you can then include this account number in the instructions to your applicant for registration, fingerprinting and badging services. An example instruction sheet is provided as an attachment to this letter.

SBBC EasyPath Contract Price List

	Vendor/Contractor	Pre-Professional/ Student Teacher	Florida Shared School Results (FSSR)*
New Applicant	\$94.50	\$76.50	\$20.00
Renewals	\$20.00	\$25.00	\$20.00
Lost/Replacement/Transfer	\$20.00	\$20.00	\$20.00

*The purpose of the FSSR System is to reduce the redundancy of fingerprint collection for those contractors who do business with multiple school districts in the state.

Badge Delivery/Pick-Up Options

Another important component of our service is badge delivery/pick-up. Your choice on which option you will use for your applicants is gathered on the attached *Company Information Form*. The choices you have for badge delivery/pick-up are described below:

- Applicant Pick Up – The applicant will pick up the badge at the location (see listing below) of their choice.
- Company Batch Pick Up – The badges will be batched together and stored at the central SBBC facility awaiting the authorized vendor recipient to pick the batch up for distribution.
- Courier Service Batch – The badges will be batched together and sent via an express mail service such as UPS or Fed-Ex with delivery confirmation by signature required to the authorized recipient. You must provide the courier name and account number to pay for this service.

The following four Enrollment Centers/UPS Store locations listed below will be the points of service for fingerprinting and photo collection as well as badge pickup. **It is important to remember that the applicants must schedule enrollment appointments.** Confirmation notices will be sent to the applicants as a part of scheduling that will remind them of the location they selected for their appointment. Badge pickup does not required an appointment, but a notice will be provided to the applicant of badge availability for pick-up including the location selected and the hours of operation.

Davie 13762 State Road 84 Davie, FL 33325	Ft. Lauderdale 1007 N. Federal Hwy Ft. Lauderdale, FL 33304	Hollywood 4302 Hollywood Blvd. Hollywood, FL 33021	Deerfield Beach 1121 S. Military Trail Deerfield Beach, FL 33442
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Status Notifications

You have been identified as the point of contact for notifications related to the status of your employees/pre-professionals. You will receive email notifications related to the processing of your employees/pre-professionals for the following reasons:

- Applicant Enrollment Complete Notices – When the applicant has completed his or her enrollment appointment (fingerprint and photo) you will receive an email notice. This will allow you time to review new applicants to determine if they have inappropriately enrolled for your company/college.
- SBBC Approval/Disapproval Notices – When SBBC makes an employment/pre-professional placement determination, the results of this decision are immediately emailed to you and to the applicant. Notification by email will be the official method of notification and an email address will be required to process applications. Approval notices will have badge pick up instructions included. Denial notices will include information regarding the appeals process.
- Renewal/Replacement Completion Notices – When an online renewal or badge replacement has taken place, a notice will be emailed to you and the applicant. Renewal/Replacement notices will have badge pick up instructions included.
- Expiration/Renewal Notices – As the expiration of each badge approaches, both you and the applicant will receive a notice indicating how to renew online. It will be your responsibility to make sure that applicants are still eligible to renew. If the applicant should not be allowed to renew, you must notify the EasyPath Coordinator listed below to prevent the applicant from renewing. The applicant must return expired badges to the Enrollment Center/UPS Store location in order to receive their new badge.
- Replacement Notices – There are times that the applicant's badge is lost/stolen or otherwise becomes unusable. In these cases, you must request a Replacement ID using the EasyPath Administrative Website (described below) in order to start the process for a badge replacement. The applicant will be required to pay any applicable fees. Unusable badges must be returned to the location at the time of replacement badge pick up at the selected L-1 Enrollment Center/UPS Store location.

Badge Return

Your company will be required to return all terminated applicant badges to the following location, Security Clearance Department, 600 S.E. Third Avenue, Fort Lauderdale, FL 33301 (KC Wright Building). In the case where the applicant or company elects not to renew the applicant's badge, the badge must also be returned to the KC Wright building.

All SBBC contracts for service signed by vendors require that all badges must be returned at the end of the contract or at the time an employee is terminated. In the case of contracted vendor applicants, failure to return the badge to SBBC may result in the final payment being withheld until the badges are returned.

EasyPath Administrative Portal

For your convenience, we are offering a secure website where you may log in and view the status of your applicants and the status of their processing. This website is also where you request badge replacements for your applicants. Once you complete the *Company Information Form* and email it to easypathinfo@L1ID.com or fax it to 954-333-3666, a user id and password will be established. Once you have a user id and password, you may go to the web portal <http://sbbc-easypath.browardschools.com> and log in.

Contacting Us/Customer Service

L-1 has an employee dedicated to the successful implementation and operation of this project. This person will serve as the point of contact for information related to the following items: changes in contact/delivery information, EasyPath Administrative Portal issues, and any other questions to the provision of services. All questions about this service must be directed to the phone number stated below.

EasyPath Project Coordinator
Direct Line: 754-321-1830
Toll Free 1-866-528-1359, extension 2149
Fax: 954-333-3666
Email: easypathinfo@L1ID.com

The transition to this service will occur on May 17, 2010 with the end of service from the previous vendor, PrideRock (Advantage Biometrics Group). Appointments for processing of new enrollments and renewals/replacement badges will begin on May 17, 2010 with L-1. Detailed directions on registration for services are attached to this document.

Note: During the week from May 10 through May 14, 2010 all fingerprinting and ID badge processing will be suspended in order to perform this transition.

We are looking forward to providing excellent service to you and your applicants.

Sincerely,

Barbara Creighton,
Operations Manager S.E. Region

Attachments

Applicant Scheduling Instructions
Company Information Form
EasyPath Escrow Account/Registration Application