

Fingerprinting and Certification Payment Options

Each semester the certification office will conduct fingerprinting sessions. You will be notified by email and also an announcement will be posted on the College of Education “News and Announcements” page of the dates, times, and location of these sessions.

You have the following payment options:

***You can bring your \$49 & your \$30 money order or cashiers’ check (Make checks payable to the Alabama State Department of Education) to the sessions, OR you can submit your fees for fingerprinting (\$49) and certification (\$30) online. To submit payment on line, follow these instructions:**

1. Go to Internet Explorer
2. Enter <https://www.alabamainteractive.org/education>
3. Select OK (if Security Alert appears)
4. Complete required fields and select SUBMIT
5. Print Receipt (or write down transaction ID listed on the page)

Payments can be made using VISA or Master Card, credit, or debit. Please note that there is a \$4 convenience fee that will be charged for each payment submission. Multiple purchases can be made with one submission and one \$4 fee will be charged. **If you choose the options of money order or cashier’s check, the money order must be obtained from the post office with no expiration date or the State Department will not accept them.**

***Note: If you have already been fingerprinted and cleared through a school system for substituting, aide positions, etc., you do not have to resubmit fingerprints for certification and therefore you do not need to pay the \$49.**

(If candidates have already been fingerprinted and cleared through a school system for substituting, aide positions, etc., they do not have to resubmit fingerprints for certification. Email Sharron Woods sharron.woods@athens.edu your name, student ID# and the county where the background check was completed.)