



# MEMBER ALERT

## NASDTEC CLEARINGHOUSE

NATIONAL ASSOCIATION OF STATE DIRECTORS OF TEACHER  
EDUCATION AND CERTIFICATION

OCTOBER 2019

SIA has engaged the services of the [National Association of State Directors of Teacher Education and Certification \(NASDTEC\)](#) for the use of their Clearinghouse on behalf of all our members. The [NASDTEC Clearinghouse](#) is a tool to be used in the hiring process for all employees as well as to clear all volunteers for service.

The Clearinghouse:

- Was created by NASDTEC to facilitate the mobility of certificated/licensed educators while protecting students from educators who have been found unfit to practice.
- Is the national collection point for professional educator discipline actions taken by the fifty states, the District of Columbia, U.S. Department of Defense Educational Opportunity schools, and the U.S. Territories.
- Provides a mechanism for licensing agencies to exchange names of educators whose certificates, licenses or similar credentials authorizing them to engage in school professions have been denied, revoked, suspended, surrendered or otherwise adversely acted upon.
- Is available as a searchable, electronic database accessed through a secure portal via a unique log-on and password issued only to NASDTEC member jurisdictions and subscribing Local Education Agencies (LEAs).

Attached is an agreement for the use of the NASDTEC Clearinghouse. Each SIA Member will execute an agreement with NASDTEC and designate a Point of Contact (POC) who manages the assigned username and password for the District and receives and responds to official communication from NASDTEC.

Following the signed agreement, the SIA Member is to identify District individual(s) responsible for accessing Clearinghouse data. Those individuals must understand the Clearinghouse protocols in the [Handbook](#) and accompanying [video tutorial](#), designed to assist LEAs in training the appropriate staff. NASDTEC recommends that each SIA Member create written procedures for implementing the NASDTEC protocols within the context of its unique requirements. In order to be given access to the training video contact the Support Desk at [support@nasdtec.org](mailto:support@nasdtec.org).

***A decision for employment should never be made just because a person has a record in the Clearinghouse. Information submitted to the Clearinghouse concerning any individual is intended only to serve as an alert to other jurisdictions, authorized LEAs and National Education Certification Organizations and no action should be taken solely on the existence of a record in the Clearinghouse.***

**Password Security:** Subscribing LEAs may share the assigned username and password with office staff and third-party contractors who have responsibility for background checks and general processing of employment applications. At no time shall a person who is entrusted with Clearinghouse logon credentials access the Clearinghouse for any other purpose than to fulfill their assigned duties. NASDTEC maintains a security log that provides date and time each username logs into the system. A new password will be issued upon the annual renewal of the LEA Clearinghouse subscription.