

Allen M. Vann, Chief Auditor
Office of Management and Compliance Audits

**SUBJECT: AUDIT OF EMPLOYEE INSTRUCTIONAL CERTIFICATION,
FINGERPRINTING AND BACKGROUND CHECKS**

COMMITTEE: INNOVATION, EFFICIENCY & GOVERNMENTAL RELATIONS

LINK TO DISTRICT

**STRATEGIC PLAN: ENSURE ADEQUATE AND EFFECTIVE INTERNAL
CONTROLS AND OPERATIONAL EFFICIENCY**

We performed an audit of the employee instructional certification, fingerprinting and background check functions. We concluded that there is a good process in place to monitor employee's certification requirements, but the process for determining whether waivers for out-of-field teachers were approved by the Board is cumbersome and inefficient. Fingerprinting, background checks and reviews of vendors with offense(s) need to be completed more timely. Internal controls and processes over the receipt of cash for fingerprinting were good, but controls and practices over cash received for processing employee certification renewals need improvement.

The School Board Audit Committee will review this report at its December 11, 2007 meeting and will forward its recommendation to the School Board.

Copies of this report will be distributed and placed on file in the Office of the Recording Secretary to the School Board and in the Citizen Information Center. Additional copies will be provided upon request.

RECOMMENDED: That The School Board of Miami-Dade County, Florida, receive and file the Audit of Employee Instructional Certification, Fingerprinting and Background Checks