

**State Board for Educator Certification**  
**Terms of Limited Access to Confidential Data**  
**Entities (other than School Districts) User Agreement - SBEC-Online**

**PLEASE TYPE/PRINT CLEARLY (please ensure it is legible)**

**Below, complete the information for the designated individual to access SBEC-Online.**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

I agree to keep confidential all individually identifiable data pertaining to or as part of the process of accessing SBEC Online. These data have been provided to me pursuant to the consent of individual and state and federal law, including the Family Education Rights and Privacy Act of 1974 (FERPA). I agree to abide by these laws.

I understand that I am responsible for keeping my signon and password confidential and to protect these data, and I will not distribute individual data to any person, except as authorized by the rules, policies, and legal requirements for the entity for whom I am employed or under contract and that do not conflict with the terms of this agreement. I understand that I am responsible for any computer transactions performed as a result of access authorized by use of my signon or password.

\_\_\_\_\_  
**Signature (of individual to use SBEC Online)**

\_\_\_\_\_  
**Date**

**Below, the authorized entity delegate (Dean, Executive Director, District Superintendent, Other) is requesting/authorizing access to SBEC Online for the individual named above:**

Entity Name: \_\_\_\_\_ County/District Number: \_\_\_\_\_

Authorizing Name (printed): \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

Title: \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

The individual (named in the top half) has the authority to represent my organization using SBEC Online for the capabilities indicated by me below (checked).

\_\_\_\_\_  
**Signature (of authorizing Individual)**

\_\_\_\_\_  
**Date**

- General Access Only (view educator credentials, examinations, requests status, make name changes)
- Recommending Standard Certifications
- Recommending Probationary Certifications
- Recording Principal Assessments
- Test Approval
- ASEP – Full Access
- ASEP – “Read Only”

**Please FAX this completed form to: SBEC Online Access at (512) 936-8298.**