



## An Important Notice from the SUNY Oswego School of Education

# NYSED Fingerprinting Requirements for Teacher & Pupil Personnel Certification

[http://www.oswego.edu/academics/colleges\\_and\\_departments/education/student/fingerprint.pdf](http://www.oswego.edu/academics/colleges_and_departments/education/student/fingerprint.pdf)

### WHO NEEDS TO BE FINGERPRINTED?

New York State requires applicants for new teaching or pupil personnel certificates to be fingerprinted for a criminal history background check. In addition, anyone who will be a new employee in any New York State school district, BOCES, or charter school is required to satisfy the fingerprint investigation. If you have been fingerprinted by the New York City Department of Education, you may not need to be re-fingerprinted – see information available at <http://www.highered.nysed.gov/tcert/ospra/index.html>.

### WHEN TO GET FINGERPRINTED

You may complete the fingerprinting process at any time during your teacher preparation program, but no later than 2 months before you graduate and expect to apply for certification. We recommend that you complete the fingerprint process as early in your program as possible, especially if you have ever been convicted of a crime. Applicants for certification may be barred from employment if the fingerprinting process is not initiated soon enough to qualify for the certificate before your new job begins.

### OVERVIEW OF FINGERPRINTING PROCESS

The fingerprinting process may be completed online or by mail. **The online process is highly recommended** – it is more efficient and reliable, and provides online results much faster. The mail process is much slower and requires the completion of a paper NYSED fingerprint application. Both processes require that you obtain an NYSED fingerprint packet, available from the Field Placement Office (208 Park Hall), in School of Education department offices, or from University Police (Pathfinder Hall). In both cases, the completed fingerprint cards must be mailed directly to NYSED by the fingerprinting agency.

### PREPARATION FOR ONLINE FINGERPRINTING PROCESS (RECOMMENDED)

Go to <http://www.highered.nysed.gov/tcert/teach/index.html> to register for a TEACH account, if necessary, and apply for fingerprint clearance. To do so, you must:

1. Enter information on the online fingerprint application.
2. Pay the \$94.25 fee by credit card or by mailing a certified check, bank check, money order, or employer check, payable to the New York State Education Department. Personal checks are not accepted. A printer is necessary to complete the payment process.
3. Obtain a paper NYSED fingerprint packet, available from the Field Placement Office (208 Park Hall), in School of Education department offices, or from University Police (Pathfinder Hall).

### PREPARATION FOR FINGERPRINTING BY MAIL

1. Obtain a paper NYSED fingerprint packet, available from the Field Placement Office (208 Park Hall), in School of Education department offices, or from University Police (Pathfinder Hall). The packet includes a consent form, two fingerprint cards, and general information. NYSED also provides a separate return addressed envelope for the fingerprint material. Please read the information in the NYSED packet thoroughly and follow the directions carefully BEFORE you go to get fingerprinted a fingerprinting agency.
2. Bring a \$94.25 money order or certified check made out to "New York State Education Department" with you when you are fingerprinted. Money orders and certified checks may be purchased at the SUNY Oswego Campus Center Check Cashing Booth, local post offices, banks, and some grocery stores. There is usually a small fee for this service.

### COMPLETING THE FINGERPRINTING PROCESS

Go to an approved fingerprinting agency to have your fingerprints rolled. The completed fingerprint cards must be mailed directly to NYSED by the fingerprinting agency.

### Fingerprinting by SUNY Oswego University Police –

University Police fingerprints teacher candidates for a \$10.00 fee (payable in cash or personal check only, no credit cards) at their facilities in Pathfinder Hall. Call 315-312-5555 for an appointment from 9 AM-9 PM Monday through Friday.

**Fingerprinting by Other Agencies** – You may be fingerprinted at a number of locations, such as a local police station, school district, BOCES, and some colleges. Please call the location prior to when you need to be fingerprinted. Find out whether they will "roll" fingerprints for civil purposes; whether they charge a fee to "roll" your fingerprints; whether they have specific dates and times dedicated to "rolling" fingerprints; and whether you need to make an appointment to have your fingerprints rolled.

### QUESTIONS?

For additional information, visit the NYSED website at <http://www.highered.nysed.gov/tcert/ospra/index.html>. You may also contact the School of Education for more information ([educate@oswego.edu](mailto:educate@oswego.edu), 315-312-2102).

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