

GET FINGERPRINTED NOW!



It is strongly recommended that students entering a **teacher education** program submit a fingerprint application to the New York State Education Department **ASAP**, and before the start of any courses that involve a field experience.

If you have had fingerprinting done in the past, this does not necessarily mean that you have fulfilled this requirement. Unless a formal application, along with a copy of your fingerprints, have been forwarded to the New York State Education Department (requiring you or an employer to pay the \$94.25 fee for processing/entering you into their database), you need to follow the instructions below (or on the reverse side)! If you are unsure if your fingerprints have been processed through State Ed, you can call the Office of School Personnel Review and Accountability (OSPRA) at: (518) 473-2998.

Please refer to the procedure information on the following pages. If you have any questions, please feel free to contact the Field Placement Office (email: fieldplacement@cortland.edu or call (607.753.2824) or the Office of Career Services (607.753.4715).

Information for Submitting a Fingerprinting Application

New York State law requires that the State Education Department Office of School Personnel Review and Accountability (OSPRA) conduct fingerprint supported criminal history background checks for applicants for teacher certification and all prospective employees of school districts, charter schools and BOCES. Historically, students in our institution seeking teacher certification have been advised to submit required fingerprint applications to the New York State Education Department (NYSED) at the same time they are submitting their application for teacher certification, which typically occurs during their last semester, or at the completion of their program of study. However, in recent years an increasing number of school districts throughout the state have required that teacher candidates be fingerprinted as a requirement for student teaching and/or other types of field experiences that occur in school settings. Recently, one of our most local school district partners has implemented this requirement, which has prompted us to be in touch with you.

We are strongly recommending that incoming transfer and graduate students who will be required to participate in field experiences in the upcoming academic year be fingerprinted and submit an online application for fingerprinting clearance as soon as possible. If you will be coming to campus for orientation and/or advisement over the summer, you can have your fingerprinting done and your application submitted while on campus by contacting the Office of Career Services to set up a fingerprinting appointment (located on the lower level of Van Hoesen Hall, Room B-5); please see information sheet that follows: *Digital Fingerprinting for Teacher Certification Students*.

The fee required to access and process your fingerprints in the Office of Career Services is \$10.00 (cash or check made out to Career Services). The fee required for processing the application with NYSED is \$94.25, which must be paid online with a credit or debit card at the same time or prior to fingerprinting. (Alternatively, a certified check, bank check, or money order may be made payable to the New York State Education Department and forwarded by mail after completing the application online -- but PRIOR to having the actual fingerprinting processed at the Office of Career Services. It takes approximately two weeks for these types of payments to clear at NYSED; only after that point in time can we “take” and process digital fingerprints).

Some students may have been fingerprinted in the past for prior employment. The only condition under which prior fingerprinting will meet the current requirement is if the fingerprints and application were submitted to the New York State Education Department (NYSED) with a processing fee of \$94.25 (which may have been paid by either you or an employer). If you believe that your fingerprints are already on file at NYSED, you can call the OSPRA to confirm: 518.473.2998.

Thank you for your attention to this important issue, and please do not hesitate to be in touch if you have any questions.

Sincerely,

Kathleen M. Beney
Director of Field Placement

Digital Fingerprinting for Teacher Certification Students

Although not mandated by the New York State Education Department (NYSED), many school districts in New York are also asking that pre-service teachers, practicum students and student teachers complete the fingerprinting process before placement. **SUNY Cortland recommends that all students enrolled in a teacher certification program complete the fingerprinting process at least one semester before their first anticipated field experience.** Students who do not secure fingerprinting clearance at least one semester before their first anticipated field experience may not have access to some area schools with fingerprinting policies in place (e.g. Cortland City School District). Additional detailed information about the process is available at <http://www.highered.nysed.gov/tcert/ospa/fpprocess.htm>.

How do I get fingerprinted?

1. Allow roughly **30 minutes to set up your account** and process fingerprint clearance questions. You should be connected to a printer and have your credit card information available. Computer work stations are available at Career Services if you do not have access to a printer or if you need assistance.
2. Access TEACH online services at <http://www.highered.nysed.gov/tcert/teach/login.htm>. You will be at the TEACH log in page (sample page on reverse).
3. Create a TEACH Login Account...follow step-by-step directions at the above website carefully. If you need assistance, undergrads should contact Career Services (ext. 4715) or the Registrar's Office (ext. 2955); graduate students should contact Graduate Studies (ext. 4800).

***** EXTREMELY IMPORTANT!! *****

Record you username and password for your TEACH account. Your username and password are linked to your social security number – you **MUST** have your correct username and password to apply for your teaching certificate as you near graduation. The TEACH program **WILL NOT** let you set up duplicate accounts as the information is tied to your social security number. Again, record your username and password and keep in a safe place.

TEACH Username: _____

TEACH Password: _____

4. Email your username and password for TEACH to yourself and retain for future use. You will need this very important information when you apply for your teaching certificate. Accurate documentation of your username and password for TEACH will save you hours of stress in the future.
5. Once your TEACH account is set up, log into TEACH and select "Fingerprinting Links." Be sure to have credit card information available to pay the fee (\$94.25 as of 7/09).
6. Follow directions, enter information and print off receipt after payment is made.
7. Contact Career Services at (607) 753-4715 to set up a fingerprinting appointment. Please bring a photo ID, TEACH payment receipt (step #6) and an additional \$10 processing fee (cash or check made out to Career Services) to your appointment. Allow roughly 30 minutes to process digital fingerprints.
* Digital fingerprinting services may also be available near your home address...please contact your local BOCES or area school district to inquire about additional fingerprinting locations.

*Questions? Career Services, Van Hoesen Hall, Room B-5,
(607) 753-4715*



Quick Links:

Select here

TEACH Online Services System

[List of TEACH Services](#)

[Frequently Asked Questions about Your TEACH Account](#)

[TEACH Resources](#)

[Report Problems Using TEACH](#)

[TEACH online services](#)

Logging into TEACH Online Services System

What is the TEACH system? go to [List of TEACH Services](#)

STEP 1: Create a Login Account

You must [Self-Register](#) to create a login account to access TEACH Online services system.

SET UP ACCOUNT
HERE

STEP 2: Login to TEACH

Already have a TEACH Account?

[Login to TEACH](#) to access your information and TEACH Online services.

TIP! Check the Status of Your Application

1. [Login to TEACH](#)
2. Click TEACH Online Services
3. Click Account Information
4. Click Certificates and Go
5. Scroll down to view the status of your application(s).

Also see, [Becoming Certified - What's My Next Step?](#)

1. Fingerprint Processing:

Upon receipt of your fingerprints and fee, OSPRA will process your fingerprints with the Division of Criminal Justice Services (DCJS) and the Federal Bureau of Investigation (FBI). DCJS and the FBI provide OSPRA with a copy of your criminal history background, if any, so that OSPRA can make a determination on your clearance for employment or application for certification. After receipt of the criminal history, the Department then analyzes any information received in accordance with the requirements of the Executive Law and the Corrections Law.

2. Rejection of Fingerprints:

Your fingerprints may be rejected before the clearance process is complete. DCJS and/or the FBI may reject your fingerprints because there was a problem with the quality of the fingerprints, such as your fingerprints were smudged, or too light or too dark. If your fingerprints are rejected, OSPRA will mail you detailed instructions on the steps you need to take to resubmit your fingerprints.

3. No Criminal History:

If you are seeking Clearance for Employment, OSPRA will issue a Clearance for Employment to your prospective School District, Charter School or BOCES and you will receive a copy of the clearance.

If you are seeking a Clearance for Certification, OSPRA will notify the Education Department's Office of Teaching Initiatives that your fingerprints have been cleared.

4. Criminal History:

If you have a criminal history, the matter is reviewed by OSPRA, pursuant to the provisions in Executive Law Section 296(16) and Correction Law Sections 752 and 753, to determine whether there is any basis for a possible denial of clearance and/or certification.

5. Subsequent Arrests:

If you are arrested subsequent to filing your fingerprints with OSPRA, notice of the arrest will be made to OSPRA by DCJS. You will receive a copy of the notice. OSPRA is obligated to notify your employing school district, charter school or BOCES of the name of the arresting agency, the date of your arrest and the court of jurisdiction.

6. Please Note: when submitting your fingerprint application prior to your application for teacher certification, you will NOT receive notification of clearance; this will not occur until you seek certification upon graduation! However, a school district WILL be able to access this information as needed.