FINGERPRINTING PROCESS

Students must have fingerprints on a TEACH account before they begin Fieldwork I.

1) Go to the NYS Office of Teaching Initiatives site:  www.highered.nysed.gov/tcert

   A. Click on TEACH Online Services

   I. Click on “Create a NY.gov TEACH account” and follow the instructions

   II. Go to “Fingerprinting Process from Start to Finish” at www.highered.nysed.gov/tsei/ospra/fpprocess.html

   Note the following:

   a. ORI Number = TEACH
   b. Total fee = about $100

   III. Using the www.IdentoGo site, select a location and make an appointment for fingerprinting.

   Note: The closest sites to campus are in Kingston, Poughkeepsie, and Middletown. The Kingston location is across the street from the Trailways station.  www.trailwaysny.com

2) Get fingerprinted.

3) Fingerprint results will be noted on your TEACH account. To check, log onto TEACH and click on “Account Information.” Select “Fingerprinting” and press GO. Look for the sentence (in small print):

   “Your DCJS and FBI results have been received.”

4) Print or copy the page that includes your name and the DCJS/FBI sentence, and submit it to:

   Childhood Education Advising Office
   Old Main 115A, SUNY New Paltz, 800 Hawk Drive, New Paltz NY  12561
   schroerj@newpaltz.edu
   FAX:  845-257-3575

Questions or difficulties? Read the FAQ section on the Office of Teaching Initiatives site, or go to the School of Education’s Certification Assistance page:  www.newpaltz.edu/schoolofed/certification.html