Early Childhood/Childhood Education B-6

FINGERPRINTING PROCESS as of August 2015

Students must have fingerprint clearance before they are allowed to begin Fieldwork I.

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

A. Self-register for a TEACH account. You will use this account later when you apply for
teacher certification, so save your user name and password:

User Name______________________     Password________________________

B. Go to “Fingerprint Process from Start to Finish.” Follow the instructions to schedule and
pay for an appointment at a MorphoTrust/IdentoGo site. When asked for an ORI number,
type in TEACH.

   i. The closest sites to campus are in Kingston, Poughkeepsie, and Middletown. The
      Kingston location, Alert Security & Investigations, is directly across the street from the
      Kingston bus station. www.trailwaysny.com

2) After you’ve been fingerprinted, results will be noted on your TEACH account. To check, log onto
TEACH and go the Account Information page. Click on Fingerprinting. Under the Fingerprint
Information tab, look for the sentence (in very small print):

   “Your DCJS and FBI results have been received.”

3) Print or copy the page that includes your name and the DCJS/FBI sentence, and submit it to:
   Childhood Education Advising Office
   Old Main B122, SUNY New Paltz, 800 Hawk Drive, New Paltz NY  12561
   Schroerj@newpaltz.edu
   FAX: 845-257-3575

Questions or difficulties?

There is a detailed and helpful FAQ section on the NYS Office of Teaching Initiatives site:
www.highered.nysed.gov/tcert

The School of Education Certification Assistance page is regularly updated:
www.newpaltz.edu/schoolofed/certification.html. You may also contact Chris Whitaker, Certification
Advisor, at OM 115A, 845-257-2790, whitakec@newpaltz.edu