

THE FINGERPRINT PROCESS:

1. Students' fingerprints must be cleared for Fieldwork Observations. This means 2 semesters before Student Teaching for Elementary Ed. and 3 semesters before for Adolescence Ed. Fingerprint Processing packets are available in SCB 112 and 128. Start by applying with NYSED at www.highered.nysed.gov/tcert/ospra/ and create a TEACH Account. Because you will also need to use this website to apply for your teacher certification later, please put your username and password in the spaces below and keep it in a safe place.

USERNAME: _____

PASSWORD: _____

2. Once the account has been created, login to the system. In the menu of things you can do, click "apply for fingerprints", and then follow the instructions. You will pay the processing fee via credit card on this site. When the screen comes up stating that your payment has been received (or their version of a receipt), copy that page to a blank Word document and save it to your computer. Be sure to print a copy to put in the fingerprint envelope, otherwise your fingerprints and later your certification may not get processed.
3. For cards by mail, complete the top of the two fingerprinting cards in the Fingerprint Processing packet. Take the envelope and the cards to your local police department. Either they will give everything back to you for you to mail, or they will keep it to send out with their mail (but only if you have already put the appropriate postage on the envelope).
If you are in a hurry, do a LiveScan with University Police, which is much faster. For LiveScan fingerprints, call [257-2222](tel:257-2222) to set up an appointment with Officer Puckett and bring \$12 in exact cash only to the appointment.
4. Once OSPRA receives your prints, the normal time for processing is 4-6 weeks. (For LiveScan, it is nearly immediate.) You will be able to sign onto the TEACH system and go to account information. Click on fingerprints to see the progress of your clearance. They will indicate if packet has been received, if the clearance has been completed, or if there is any problems with the processing. When your TEACH account verifies receipt of your fingerprints, ("Fingerprint Information: Your DCJS and FBI results have been received."), print out a copy of this report with your account data and bring it to the Introduction to Student Teaching Meeting (one year prior to Student Teaching) to qualify for placement. Or if you have already begun your Fieldwork Observations, copy and paste report and save to a word document. Attach to a file and email to cunningd@newpaltz.edu (put fingerprints and your name in subject line).

If you have any questions about this process, please check:

<http://www.highered.nysed.gov/tcert/ospra/fpprocess.html> and
<http://www.highered.nysed.gov/tcert/faqfin.html>

If, after reviewing the website noted above, you still have questions contact: OSPRA@mal.nysed.gov (518) 473-2998