FINGERPRINTING PROCESS

Students must provide documentation of fingerprints on a New York State TEACH account before they begin Fieldwork I.

1. Go to the NYS Office of Teaching Initiatives site: www.highered.nysed.gov/tcert, and click on TEACH Online Services. Click on “Create a NY.gov TEACH account” and follow the instructions to set up an account.

2. You can read about fingerprinting at nysed.gov/educator-integrity/fingerprinting

   You are an applicant for CERTIFICATION
   Service Code: 14ZGQT
   Total Fee: $101.75

3. On www.identogo.com, 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.trailways.com

4. Get fingerprinted.

5. Your fingerprints will be sent to your TEACH account. To verify they have arrived, log onto TEACH and click on “Account Information.” Select “Fingerprinting” and GO. Look for this sentence (in small print):

   “Your DCJS and FBI results have been received.”

6. Important last step! Copy or screenshot the page that includes your name and the DCJS/FBI sentence, and submit it to:

   Early Childhood & Childhood Education Office
   Old Main 115, SUNY New Paltz
   800 Hawk Dr., New Paltz NY 12561
   ecce@newpaltz.edu