

Directions For Submission of Fingerprints For Fieldwork Placement

***If you believe you have already been fingerprinted, see note at bottom at page*

STEP 1

Self-register to create a [TEACH Login Account](#) before getting fingerprinted

STEP 2

[Schedule an appointment](#) through IdentoGo

- use the Certification Service Code: 14ZGQT and URL: <https://uenroll.identogo.com/workflows/14ZGQT>
- Here is the link to find the current [list of locations](#) near to you. Use your town and state. Entering a zip code does not work.

The closest MorphoTrust site to campus is IdentoGO is in New Paltz. For public transit options: use [UCAT bus schedule](#) (845-334-8458) or [Trailways](#) (IdentoGo in Kingston is only blocks away from the Kingston Trailways station).

STEP 3

After you have gotten your fingerprints completed, continue to check your TEACH account under the "fingerprint" tab (this will not happen immediately--you have to allow processing time) Here is an example of a TEACH account with the fingerprint tab: <https://bit.ly/FPTEACH>

- Once you see the words ***YOUR DCJS and FBI results have been received*** in the **BLUE** box on your fingerprint page in your TEACH account, take a screenshot that includes that statement, your name, and all of your identifying information
- Send the screenshot to Heather Finn finnh@newpaltz.edu with the subject line: "Fieldwork 1 Fingerprints"

PLEASE BE AWARE

- You cannot start Fieldwork until Step 3 (above) is complete.
- Your fingerprints are not "cleared" once they are on your TEACH Account, they are just received and available to be cleared which is a separate step. Only school districts can run an official Clearance Check on your fingerprints. If you have other questions, please refer to the very helpful and detailed [FAQ on the new fingerprinting system](#).
- If you have a previous criminal conviction or you are criminally charged while in the program, this may interfere with your ability to complete fieldwork/student teaching. Please contact Heather Finn (finnh@newpaltz.edu) and have a private conversation with her ASAP--do not wait to see if the system "catches" it.

***If you have already been fingerprinted, it may or may not have been the same system. There are 3 separate NYS fingerprinting systems: daycares, social service employment, and K-12 schools.*

- The only way to determine if you already have the fingerprints needed for fieldwork is to complete STEP 1: set up a TEACH account.
- After you set this up, the system searches for any fingerprints that have been taken for K-12 schools. Allow 3 days for the system to locate your fingerprints (follow directions in STEP 3 to see if the system located fingerprints).