

IMPORTANT INFORMATION ABOUT FINGERPRINTING FOR STUDENTS ENROLLED IN EDU 103 AND EDU 207

As a student in the SUNY Orange Education Department program, you may be required to be fingerprinted to do student teaching and classroom observations in certain local school districts. If you are registered for EDU 103 or EDU 207, **BEGIN THE PROCESS IMMEDIATELY**. NYSED clearance allows you to observe and/or work in a New York State public school. Students in the Jointly Registered Teacher Education Program (JRTEP) with SUNY New Paltz must show evidence of completion of fingerprinting **BEFORE** entering New Paltz.

NYSED (New York State Education Department) Digital Fingerprinting

- Log on to www.oubooces.org/Personnel/teachercertification.cfm and register to have your fingerprints scanned digitally at Orange-Ulster BOCES. Follow the instructions on the website.
- If you have questions or concerns, call Claudia DeFrancesco at 845-291-0100 ext. 10159. LIVESCAN IS PROCESSED IN 48-72 HOURS BUT MUST BE PAID FOR IN ADVANCE BY CREDIT CARD.
- The cost is \$94.25 for the NYSED processing fee and \$25.00 for the LIVESCAN fee.

OR Ink Fingerprinting

- Call Claudia DeFrancesco at OUBOCES (845-291-0100 ext. 10159) to request a Fingerprint Packet be mailed to you.
- Read OSPRA Form 100 *carefully*.
- Complete OSPRA Consent Form 101 (sections 1, 2 and 5. In section 2 check the first box for certification).
- Fill out two (2) blue fingerprint cards.
- Go to your local police station and get fingerprinted. **DO NOT FOLD OR LEAVE STRAY MARKS ON FINGERPRINT CARDS!**
- Mail both fingerprint cards, OSPRA Form 101, and a *certified or bank check or money order* for \$94.25 to the address on the bottom of OSPRA 100. THE APPLICATION WILL TAKE 4-6 WEEKS TO PROCESS.

If you choose to be fingerprinted DIGITALLY for NYSED, you need to pay an additional fee. However, your fingerprints will remain on file with NYS indefinitely (this may not be true for ink fingerprints). If you should choose to work for a public school in New York State, you should not need to be fingerprinted again. Unfortunately, agencies in NYS do not share fingerprint information. Therefore, if you choose to pursue a career with a private preschool or other agency, you may need to be fingerprinted again.

All forms are available on the Education Department website at:
www.sunyorange.edu/education/fieldexp.shtml.

If you have any questions, call Dianne Gersbeck in the Education Department at 845-341-4054 or email dianne.gersbeck@sunyorange.edu.

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