

## IMPORTANT INFORMATION FOR EDUCATION STUDENTS ABOUT FINGERPRINTING

As a student in the SUNY Orange Education Department program, you may be required to be fingerprinted and cleared to do student teaching and classroom observations. If you are registered for EDU 103, EDU 203, EDU 204 or EDU 207, **BEGIN THE PROCESS IMMEDIATELY**. There are two (2) agencies you can use to accomplish this. NYSED clearance allows you to observe and/or work in a New York State public school. OCFS clearance is used for private schools and agencies only. Students in the Jointly Registered Teacher Education Program (JRTEP) with SUNY New Paltz must have NYSED fingerprint clearance **BEFORE** entering New Paltz.

### **NYSED (New York State Education Department)**

- Log on to [www.oubooces.org/Personnel/teachercertification.cfm](http://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. 0100. 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**

- Log on to [www.highered.nysed.gov/tcert/msword/ospra100.doc](http://www.highered.nysed.gov/tcert/msword/ospra100.doc) and download forms OSPRA 100 and 101.
- 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 which can be picked up at Orange-Ulster BOCES or ordered from NYSED.
- 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.*

### **OCFS (Office of Children and Family Services):**

- Log on to [http://www.ocfs.state.ny.us/main/forms/day\\_care/](http://www.ocfs.state.ny.us/main/forms/day_care/) and download form OCFS-4930.
- Contact your host site for Facility/Agency ID Number and Facility Name/Address.
- Fill out form completely and go online to [www.L1Enrollment.com](http://www.L1Enrollment.com) or call 877-472-6915 to make an appointment to be fingerprinted digitally. There is a fee for this service (to be determined when you make an appointment) because L1 Enrollment has the contract to fingerprint for OCFS.
- You **MUST** have two (2) forms of ID, at least one of which has a photo (see Accepted Forms of Identification on OCFS-4930).

*If you choose to be fingerprinted for OCFS, you do not have to pay a fee to OCFS at this time. However, your fingerprints will be on file with OCFS only. This means that if you choose to work in a public school in New York State or decide to pursue teacher certification in New York State at a later date, you will need to be fingerprinted again through NYSED.*

Please consider your options *carefully* and choose **one or both**. The choice is yours. All forms are available on the Education Department website at [www.sunyorange.edu/education/fieldexp.shtml](http://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](mailto:dianne.gersbeck@sunyorange.edu).