Overview of Queens College Division of Education Fingerprinting Protocol

Being fingerprinted is a requirement of all pre-service/student teachers currently enrolled in Queens College’s Division of Education programs. As per the NYC DOE Student Teaching Handbook, “Before any applicants can access NYC public schools and/or NYC DOE affiliated locations to work as a student teacher or to observe classrooms as a student teacher, they are required to obtain security clearance that includes a criminal history check.”

Students fulfilling their fieldwork hours in a non- NYC DOE setting should discuss arrangements with the school’s principal.

New York City Department of Education public school (K-12) students

All Queens College students who will be placed in New York City Department of Education (NYCDOE) public schools (K-12) for clinical experiences MUST have their personal information entered into the PETS system and be fingerprinted by the NYCDOE prior to starting their clinical experiences.

To be fingerprinted by the NYCDOE, these are the steps:

1. To enter your information into PETS, go to the page below. Download and fill out the “Fingerprint Registration Form.” Please make sure you click the correct form for your major. Once complete, follow the instructions at the bottom of the form.

   http://www.qc.cuny.edu/Academics/Degrees/Education/SEYS/Pages/Field-placement-student-page-.aspx

2. Upon submitting your personal information into PETS, you will receive an email to your QC email from PETS within 24-48 hours (The email will come from PETSAdminSupport@schools.nyc.gov and may show up in your junk/spam/trash). The email will direct you to the Applicant Gateway System login. Fill out the online forms and then print the fingerprint referral form.

3. Visit the HR Connect Walk-in Center at 65 Court St, Room 102, Brooklyn, NY 11201

4. You will be fingerprinted. As you will need your fingerprints/criminal history record transferred to the New York State Education Department (NYSED) for certification purposes, please request to submit an OSPRA 104 form.
If you have already been fingerprinted by the NYC DOE, you MUST still complete step 1 above in order to ensure that you are affiliated with Queens College in the system. If you are not affiliated to the College, we do not have access to view your clearance.

NY State Education Department (NYSED)

If you have already been fingerprinted by the NYSED you MUST still enter your personal information into PETS and continue with steps 1-3. Upon arrival at 65 Court Street, Brooklyn, NY, please report to the HR Connect Walk-in Center. You need to clearly state you have been previously fingerprinted by NYSED and then the HR Connect representative will assist you to electronically submit an OSPRA 103 form (paper OSPRA 103 forms are no longer accepted).

Any other City, State or Federal Agency

If you have been previously fingerprinted by a NY City, NY State or Federal Agency other than the NYC Department of Education (NYC DOE) or the NY State Education Department, the NYC DOE is legally unable to use those fingerprint results to verify your security clearance. You MUST be fingerprinted by the NYC DOE if this is your situation.