

# FINGERPRINTING FAQs

## What steps must I take to be fingerprinted by the NYC Department of Education (NYCDOE)?

Students who have not been previously fingerprinted by an education agency and are looking to get fingerprinted by the NYCDOE need to follow the steps outlined below:

### 1. Self-register with the NYCDOE PETS Office

- a) Send an e-mail to the Personnel Eligibility Tracking System (PETS) at [PETS@schools.nyc.gov](mailto:PETS@schools.nyc.gov). Indicate that you are a Queens College student needing fingerprinting clearance for clinical work. Include your name, phone number, complete home address, date of birth, and email address.
- b) When you receive a reply from the NYC DOE PETS fingerprint office, follow all instructions provided in their email. Provide all documents requested including proof you are a QC student. Students can verify they are an active student via an enrollment verification certificate. Further information on obtaining this certificate can be found here: [www.tinyurl.com/qcenrollcert](http://www.tinyurl.com/qcenrollcert)

### 2. Applicant Gateway

- Once your nomination has been processed in PETS, you will receive an e-mail from [PETSAdminSupport@schools.nyc.gov](mailto:PETSAdminSupport@schools.nyc.gov).
- a) Read all the information provided in this email *carefully*.
  - b) Follow the instructions on creating your Applicant Gateway account.
  - c) Complete the forms available to you on Applicant Gateway, including the background questionnaire.

### 3. Fingerprinting

On your Applicant Gateway account, you will find instructions on making a fingerprinting appointment. Follow these instructions and get fingerprinted.

## Verification of NYCDOE Clearance

You can monitor your progress via your Applicant Gateway account. When all sections read “complete” your clearance should be in the NYCDOE system.

At that time, if you require proof of NYCDOE clearance, please email the appropriate contact for your program. They can provide you with verification of clearance.

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## **What steps must I take if I have been previously fingerprinted by the NYC Department of Education (NYCDOE) and need to be added to the Queens College roster?**

Students who have been previously fingerprinted by the NYCDOE and have not connected their clearance record to the QC roster in PETS need to follow the steps outlined below:

### **1. Self-register with the NYC DOE PETS Office**

- a) Send an e-mail to the Personnel Eligibility Tracking System (PETS) at [PETS@schools.nyc.gov](mailto:PETS@schools.nyc.gov). Indicate that you are a Queens College student needing fingerprinting clearance for clinical work. Include your name, phone number, complete home address, date of birth, and email address.
- b) When you receive a reply from the NYCDOE PETS fingerprint office, follow all instructions provided in their email. Provide all documents requested including proof you are a QC student. Students can verify they are an active student via an enrollment verification certificate. Further information on obtaining this certificate can be found here: [www.tinyurl.com/qcenrollcert](http://www.tinyurl.com/qcenrollcert)

### **2. Applicant Gateway**

Once your nomination has been processed in PETS, you will receive an e-mail from [PETSAdminSupport@schools.nyc.gov](mailto:PETSAdminSupport@schools.nyc.gov).

- a) Read all the information provided in this email ***carefully***.
- b) Follow the instructions on creating your Applicant Gateway account.
- c) Complete the forms available to you on Applicant Gateway, including the background questionnaire.

## **Verification of NYCDOE Clearance**

You can monitor your progress via your Applicant Gateway account. When all sections read “complete” your clearance should be in the NYCDOE system.

At that time, if you require proof of NYCDOE clearance, please email the appropriate contact for your program. They can provide you with verification of clearance.

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## **What steps must I take if I have been previously fingerprinted by the NY State Education Department and need to transfer my clearance to the NYC Department of Education (NYCDOE)?**

As of 3/31/23, the New York City Department of Education (NYC DOE) has made an important change to fingerprinting. If you are cleared for fingerprinting by New York State and are required to have NYC DOE fingerprinting clearance to student teach, you will be asked to get re-fingerprinted by the NYCDOE at your own expense.

Please follow the steps outlined below:

### **1. Self-register with the NYCDOE PETS Office**

- a) Send an e-mail to the Personnel Eligibility Tracking System (PETS) at [PETS@schools.nyc.gov](mailto:PETS@schools.nyc.gov). Indicate that you are a Queens College student needing fingerprinting clearance for clinical work. Include your name, phone number, complete home address, date of birth, and email address.
  
- b) When you receive a reply from the NYCDOE PETS fingerprint office, follow all instructions provided in their email. Provide all documents requested including proof you are a QC student. Students can verify they are an active student via an enrollment verification certificate. Further information on obtaining this certificate can be found here: <https://apps.qc.cuny.edu/studentclearing/>

### **2. Applicant Gateway**

- You will receive an e-mail from [PETSAdminSupport@schools.nyc.gov](mailto:PETSAdminSupport@schools.nyc.gov).
- a) Read all information provided. Within this email is information on completing your online forms in the Applicant Gateway website.
  - b) Follow the instructions on creating your Applicant Gateway account.

c) Complete the forms available to you on Applicant Gateway, including the background questionnaire.

### **3. Fingerprinting**

On your Applicant Gateway account, you will find instructions on making a fingerprinting appointment, including the NYC DOE code necessary to make your appointment. Follow these instructions and get fingerprinted.

#### **Verification of NYCDOE Clearance**

You can monitor your progress via your Applicant Gateway account. When all sections read “complete” your clearance should be in the NYCDOE system.

At that time, if you require proof of NYCDOE clearance, please email the appropriate contact for your program. They can provide you with verification of clearance.

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### **What steps must I take if I am currently an international student studying under an F1 visa and need to be fingerprinted by the NYC Department of Education (NYCDOE)?**

International students must contact the NYCDOE for further instructions on the process of fingerprinting. Please follow the steps outlined below:

1. Email [OPIINFO@schools.nyc.gov](mailto:OPIINFO@schools.nyc.gov) and explain you are an international student who requires NYC DOE clearance for clinical work.
2. Work with the NYCDOE to get fingerprinted.

#### **Verification of NYC DOE Clearance**

Once you are fingerprinted, it can take up to 3 business days for the NYCDOE to complete a background check.

At that time, if you require proof of NYCDOE clearance, please email the appropriate contact for your program. They can provide you with verification of clearance.

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**I do not have a social security number (SSN) and am not studying under an F1 International Student Visa. Will I be able to obtain fingerprinting clearance to complete field work or student teach in a NYC Department of Education (NYCDOE) school?**

Students who do not have an SSN and are not studying under an F1 International Student Visa will not be able to apply to get fingerprinted by the NYCDOE. As such, they will not be allowed to enter NYCDOE schools to complete fieldwork or to student teach. If this applies to you, please contact Dr. Maysaa Bazna, Director of Professional Practice and Community Partnerships, at [Maysaa.Bazna@qc.cuny.edu](mailto:Maysaa.Bazna@qc.cuny.edu). For questions or more information related to undocumented students, please contact Ethan Jenkins at [ethan.Jenkins@qc.cuny.edu](mailto:ethan.Jenkins@qc.cuny.edu) at the Immigrant Student Support Initiative, The Office of Student Affairs & Enrollment Management.

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**I do not have a social security number (SSN) and am not studying under an F1 International Student Visa. Will I be able to obtain fingerprinting clearance to complete fieldwork or student teaching in a NY State Education Department (NYSED) school?**

Yes. Students who do not have an SSN can apply to get fingerprinted by NY State. When fingerprinting clearance is received, they will be allowed to complete fieldwork or student teach in an NYSED school.

To be cleared for fingerprinting in New York State, students who do not have a SSN can request a “TEACH Access Number” by contacting the NYSED directly: <https://www.highered.nysed.gov/tcert/certificate/evalforeigncred.html>. Send an email to [otiaadmin@nysed.gov](mailto:otiaadmin@nysed.gov) with “TEACH Access Number” in the subject line, requesting the nine-digit identifier, and include first and last name, date of birth, and email address. For more instructions on getting NYSED fingerprinting clearance, please contact [eeplacement@qc.cuny.edu](mailto:eeplacement@qc.cuny.edu).

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**What steps must I take if I have been previously fingerprinted by the NYCDOE and need my fingerprints transferred to the NY State Education Department (NYSED) for Long Island placement?**

Students who have been previously fingerprinted by the NYCDOE and require their clearance to be transferred to NY State should follow the steps outlined below. Please note, it can take up to 6-8 weeks for the clearance to appear in the NY State TEACH system. As such, students needing this requirement should complete it early. In order for your NYCDOE fingerprints to transfer to the NYSED, students are required to submit an OSPRA 104 form.

- a) Click on the following link to download OSPRA 104 form: <http://www.nysed.gov/common/nysed/files/ospra104.pdf>
- b) Complete sections I and III on the form.
- c) Once complete, email the form to the email provided at the bottom of the form.

**Verification of NYSED Clearance**

Once you have emailed in your OSPRA 104 form, it can take 6-8 weeks for the form fingerprinting clearance to appear on your NYSED TEACH account.

After this time, student can log on to their TEACH account and verify the clearance themselves.

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