

Anthology Tutorial

How to access Fingerprinting Policies and Procedures and start the process of NYCDOE fingerprint clearance.



Fingerprinting for Student Teaching

All candidates must start the fingerprinting process with the New York City Department of Education (NYC DOE) as soon as they are accepted into any of the Teacher Preparation Programs.



● 29 Overdue Submission(s) ● 0 Submission(s) Due Now ● 4 Upcoming Submission(s) ● 0 Submitted

Social Studies Ed, Grades 7-12 {Undergraduate}

Enable Table of Contents Edit Mode

- Undergrad Social Studies Ed, Grades 7-12
 - Requirements for Newly Admitted Candidates
 - Fingerprinting Requirement for All Education Programs**
 - Acknowledgement of EPP Policy Handbook for Initial Programs
 - ECPSE 350: Clinical Experiences Survey
 - SEYS 201W: Foundations of Education
 - Introductory Letter Signed by Principal
 - Philosophy of Teaching Statement
 - Clinical Experiences Survey (SEYS 201W)
 - Timesheet - Final
 - SEYS 221: Human Development and Learning
 - Introductory Letter Signed by Principal
 - Common Assessment
 - Clinical Experiences Survey (SEYS 221)
 - Timesheet - Final
 - SEYS 340: Language, Literacy, & Culture
 - Introductory Letter Signed by Principal
 - ESL Competency - Final Timesheet

From your Table of Contents,
click on:
“Fingerprinting Requirement
for All Education Programs”

Fingerprinting Requirement for All Education Programs

All **teacher candidates** must start the fingerprinting process with the New York City Department of Education (NYC DOE) as soon as they are accepted into any of the Teacher Preparation Programs.

- Candidates must have NYC DOE fingerprinting clearance before they register for student teaching, internship, or practicum. Please upload either a copy of your Fingerprinting Clearance if you have already received clearance or a copy of your proof that you have started the fingerprinting process.
- Candidates who are cleared for fingerprinting by New York State will be asked to get re-fingerprinted by the NYC DOE at their own expense.
- Students enrolled in online programs need to check with their respective programs about fingerprinting requirements.

The process of obtaining NYC DOE fingerprinting clearance could take up to **two months** and it involves a cost that is the financial responsibility of candidates.

Candidates, including undocumented students, are encouraged to start the process of fingerprinting by following the steps below.


1. Fill out the Fingerprinting Form on our Fingerprinting Policies and Procedures webpage: <https://www.qc.cuny.edu/academics/se/fingerprinting-policies-procedures/>
 - (This form allows the Office of Field Placement to assist you with the fingerprinting process.)
2. Wait to be contacted by the Office of Field Placement and follow their instructions on how to proceed.
3. Once you have followed their instructions, you will receive a nomination email from PETS (Personnel Eligibility Tracking System).
 - This is your proof that you have started the fingerprinting process with the NYC DOE. A sample is available in the Instructions & Resources section below.
4. Take a screenshot of that email and upload it here by:
 - **October 1st** for students admitted in the fall semester.
 - **March 1st** for students admitted in the spring semester.

Please upload either a copy of your Fingerprinting Clearance if you have already received clearance or a copy of your proof that you have started the fingerprinting process.

Please see the Instructions and Resources section below for upload and submission instructions.

▶ Instructions & Resources

Start the fingerprinting process as soon as you start your Education courses.



Important Update: As of 3/31/23, the NYC DOE policy that allowed teacher candidates to transfer their New York State fingerprinting clearance to the NYC DOE has changed. This policy is now valid strictly for onboarding NYC DOE employees. Candidates who are cleared for fingerprinting by New York State and are required to have NYC DOE fingerprinting clearance to student teach will be asked to get re-fingerprinted by the NYC DOE at their own expense. This does not apply to candidates who have transferred their fingerprinting clearance from New York State to NYC DOE prior to 3/31/2023.

Candidates, including undocumented students, are encouraged to start the process of fingerprinting by following the steps below.

1. Fill out the Fingerprinting Form on our Fingerprinting Policies and Procedures webpage:

<https://www.qc.cuny.edu/academics/se/fingerprinting-policies-procedures/>

- (This form allows the Office of Field Placement to assist you with the fingerprinting process.)

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Please upload either a copy of your Fingerprinting Clearance if you have already received clearance or a copy of your proof that you have started the fingerprinting process.

[Fingerprinting Policies and Procedures - School of Education \(cuny.edu\)](https://www.qc.cuny.edu/academics/se/fingerprinting-policies-procedures/)

Fingerprinting Procedures

1. Candidates are asked to submit the Fingerprinting Form below. This form allows the Office of Field Placement to assist candidates with the fingerprinting process, or provide information to candidates who choose to complete the process on their own.

[Fingerprinting Form](#)

2. After the Fingerprinting Form is submitted, candidates are advised to wait to be contacted by the Field Placement Office.

For more information, please click here to access the [Fingerprinting FAQs](#).

For questions, please check the Fingerprinting Assistance contact info provided on this page.

Instructions & Resources

Uploading and Submitting a File: Uploading and submitting an assignment is very similar to sending an email with an attachment.

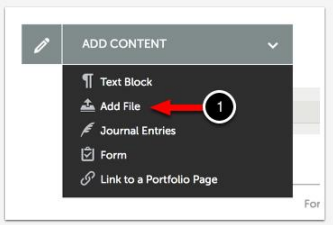
To upload and submit your proof of fingerprinting, please follow these steps.

1. Click "Add Content"
2. Click on "Upload New File"
3. Click on "Add Files"
4. Locate your file on your hard drive.
5. Click "Open"
6. Click "Start Uploading All"
7. Once a green check mark appear next to your file(s), your upload is complete.
8. Click "Close" in the upper right hand corner of the window. Once the file has been uploaded, you will see it attached to the page. Only at this point will the "submit" button become active and a grey line will no longer appear through it.
9. Click the "Submit" button
10. Please submit to **FINGERPRINTING PROOF**.
11. Click the "Submit" button under **FINGERPRINTING PROOF**.

Sample of Letter from NYC DOE is below.

Sample
Uploaded 14 days ago

1 Click on the 'Add File' Option



[1. Add Content | Student | Support Documentation \(chalkandwire.com\)](#)

1. Use the Add Content menu to select Add File.

Instructions & Resources

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1 Upload and submit your proof of fingerprinting, please follow these steps.

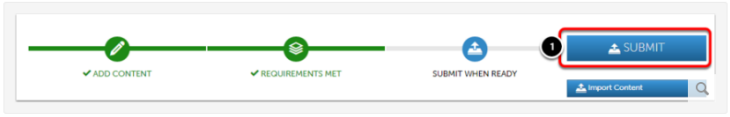
1. Click "Add Content"
2. Click on "Upload New File"
3. Click on "Add Files"
4. Locate your file on your hard drive.
5. Click "Open"
2. Click "Start Uploading All"
7. Once a green check mark appear next to your file(s), your upload is complete.
8. Click "Close" in the upper right hand corner of the window. Once the file has been uploaded, you will see it attached to the page. Only at this point will the "submit" button become active and a grey line will no longer appear through it.
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Sample of Letter from NYC DOE is below.

2 Submit Work

Simply adding content to your portfolio or assignment does not grant your instructor access to it for assessment. In order to complete this process, you must actually submit your work. In this lesson you will learn how to submit your work, and how to select the instructor to whom it should be submitted.

Step 1: Submit your Work



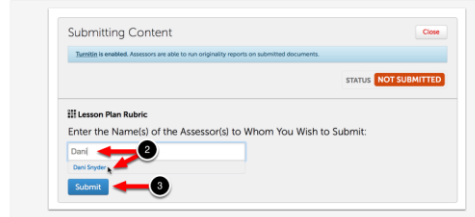
Once you have added all required work to the portfolio page, then a Submit When Ready tag will appear on your submission page. If the Submit When Ready tag is not shown on your page after adding your content, then please make sure that all required content has been added to the portfolio page and that all add content windows have been closed.

1. Click on the **Submit** button.

[2. Submit Work | Student | Support Documentation \(chalkandwire.com\)](#)

3 Enter Name of Assessor(s)

If you are making a submission as part of a Resubmission Request, you will not need to enter the name of your Assessor. The submission will be automatically sent to the original Assessor.



[3. Submit Work | Student | Support Documentation \(chalkandwire.com\)](#)

A submission window will drop down on the screen.

2. Begin typing the **Name(s) of the Assessor(s)** to whom you wish to submit. As you type, matches in the system will appear.
- When the correct name appears, click on it to select it. The name will appear next to a checkmark to indicate that it has been selected.
3. Click **Submit**.