QUEENS COLLEGE FINGERPRINTING FAQs

What steps must I take to be fingerprinted by NYC Public Schools (NYC PS) on my own?

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

1. Self-register with the NYC PS PETS Office

a) Send an e-mail to the Personnel Eligibility Tracking System (PETS) at PETS@schools.nyc.gov and 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 PS PETS fingerprint office, follow all instructions provided in their email. Provide all documents requested, including proof that you are a QC student. Candidates 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

Once your nomination has been processed in PETS, you will receive an e-mail from 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 NYC PS Clearance

You can monitor your progress via your Applicant Gateway account, by clicking "status" on the QC nomination (the nomination listed as "vendor"). When all sections read "complete" your clearance should be in the NYC Public Schools system.

If this is your first semester in your education program, you will then be required to complete an assignment on Anthology Portfolio. Log in to your Anthology Portfolio account, click on "NYC Public Schools Fingerprinting Requirement for All Education Programs" and complete the assignment.

For new Candidates who do not currently have an Anthology Portfolio account, please wait until you are requested to procure the account by the Anthology Office or your course instructor and then submit the assignment at that time.

What steps must I take if I have been previously fingerprinted by NYC Public Schools (NYC PS) and want to add myself to the Queens College roster?

Candidates who have been previously fingerprinted by the NYC PS 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 PS PETS Office

a) Send an e-mail to the Personnel Eligibility Tracking System (PETS) at PETS@schools.nyc.gov and 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 PS PETS fingerprint office, follow all instructions provided in their email. Provide all documents requested, including proof that you are a QC student. Candidates 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/

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a) Read all the information provided in this email carefully.
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Verification of NYC PS Clearance

You can monitor your progress via your Applicant Gateway account, by clicking "status" on the QC nomination (the nomination listed as "vendor"). When all sections read "complete" your clearance should be in the NYC Public Schools system.

If this is your first semester in your education program, you will then be required to complete an assignment on Anthology Portfolio. Log in to your Anthology Portfolio account, click on "NYC Public Schools Fingerprinting Requirement for All Education Programs" and complete the assignment.

For new Candidates who do not currently have an Anthology Portfolio account, please wait until you are requested to procure the account by the Anthology Office or your course instructor and then submit the assignment at that time.

What steps must I take if I did not complete the fingerprinting process in the designated 60 days and my nomination is now expired?

Candidates who did not complete all steps required for fingerprinting clearance in the designated 60 days must work with NYC Public Schools directly to reactivate their nomination.

In order to reactivate your nomination, you must email PETSAdminSupport@schools.nyc.gov and request your nomination be re-triggered. Please provide them your:

- full name

- full birthdate

- the last four digits of your social security number

- the email that used to create your nomination (**this is your qmail.cuny.edu email**)

Once the nomination has been reactivated, you must complete any outstanding steps to complete the fingerprinting process.

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 Public Schools (NYC PS) (NYC PS)?

International Candidates must contact the NYC PS for further instructions on the process of fingerprinting. Please follow the steps outlined below:

1. Email OPIINFO@schools.nyc.gov and explain you are an international student who requires NYC PS clearance for clinical work.

2. Work with the NYC PS to get fingerprinted.

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 NYC Public Schools (NYC PS)?

Candidates 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 NYC PS. As such, they will not be allowed to enter NYC PS schools to complete fieldwork or to student teach. If this applies to you, please contact Dr. Ann Ebe, Director of Professional Practice and Community Partnerships, at Ann.Ebe@qc.cuny.edu.

For questions or more information related to aid for immigrant candidates, regardless of immigration status, please contact the Immigrant Student Support Initiative at Queens College at ImmigrantSupport@qc.cuny.edu.

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. Candidates 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, Candidates 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 otiadmin@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.

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

Candidates who have been previously fingerprinted by NYC PS and require their clearance to be transferred to NY State should follow the steps outlined below to submit an OSPRA 104 form. Please note, it can take up to 10 business days for the OSPRA 104 form to be processed.

1. Obtain the OSPRA 104 form. *This is also available via the NYS Education Department website: http://www.nysed.gov/educator-integrity/fingerprinting-forms.*

2. Complete applicant sections 1 and 2. For section 2 select the checkbox that BEST describes your situation, even if it doesn't fit 100%. Please note that ALL fields are required. Failure to complete all fields accurately will delay processing.

3. Sign and date applicant section 3.

4. Submit the completed form by uploading the form to the **HR Connect Web Portal**. Once logged into the portal, follow these steps:

5. Click **"Upload Documents"** which appears at the top of the screen.

6. All fields on the Upload Document page **must** be completed to submit your form.

7. From the Category drop down menu select **"Walk-in Center OSPRA 104"**.

8. Enter in the Subject field **"OSPRA 104 form."**

9. Enter any additional details in the Notes field.

10. Attach the form/supporting document(s) by clicking the **Choose File button**.

11. When you have uploaded all pertinent documents, **Click Submit**.

Note: To check the status of your request at any time, go to My Account which appears at the top of the screen and select Account Overview.

Important Tips:
Ensure that the information listed in your NYS TEACH account and the information in your Applicant Gateway profile matches correctly. If your personal information does not match (i.e., different last name, or date of birth), your OSPRA 104 process will not be successful.

Verification of NYSED Clearance

Please check your NYSED TEACH Account (https://www.highered.nysed.gov/tcert/teach/) to verify that your NYC PS clearance was transferred.

Go to TEACH Home > Account Information > Fingerprinting

If your clearance was transferred, you should see the following statement:

- "**We have received your fingerprint information from NYC**"