





All students who are accepted to a teacher preparation program must have NYC Public Schools fingerprinting clearance and that clearance must be connected to Queens College in the NYC Public Eligibility Tracking System (PETS) for the Field Placement Office to verify.

Information on the clearance process can be found here:

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



# Fingerprinting Scenarios

**Never been fingerprinted  
by an education agency**

Candidate must be  
fingerprinted by NYC  
Public Schools

**Previously fingerprinted  
by NYC Public Schools  
(formally NYC DOE)**

Candidate must connect  
their record to Queens  
College for Field  
Placement Office  
verification

**Previously fingerprinted  
by NY State Education  
Department or another  
NYC agency other than  
NYC Public Schools**

Candidate must be re-  
fingerprinted by NYC  
Public Schools



# IdentoGO Services

- IdentoGO provides fingerprinting services for many agencies, including both NY State Education Department and NYC Public Schools.
- IdentoGO identifies which agency you are being fingerprinted for with a service code, used when making your appointment. Students must be careful to use the code for NYC Public Schools when making their fingerprinting appointment.



# IdentoGO Receipt

- Your IdentoGO receipt (<https://uenroll.identogo.com/status-check>) will show you if you have been fingerprinted by the correct agency. It should read “NY- NYC Department of Education-Employee Applicant.”
- Any other designation such as “NY-Dept of Education-Certification” or “NY-NYC Department of Investigation-Child care Unit-Child Care” is not the correct fingerprinting agency.

# Clearance Transferability



NYC Public Schools  
clearance

Can transfer with  
OSPRA 104 Form

NY State Education  
Department clearance

NY State Education  
Department clearance

Does not  
transfer

NYC Public Schools  
clearance



# Steps for Clearance

1. Fill out PETS nomination form (provided via email by the Clinical Experience Office)
2. Wait for email from the Clinical Experience Office with next steps
3. Complete the steps as written in the Clinical Experience Office email
4. Verify you have completed all steps by following information provided in the Clinical Experience Office email
5. Each semester, the Clinical Experience Office inputs information into Navigate (<https://www.qc.cuny.edu/navigate/>) regarding a student's clearance



# Clearance

- ❖ You only need to be fingerprinted by NYC Public Schools once
- ❖ Clearance can be interrupted or rescinded
- ❖ The Clinical Experience cannot assist if clearance is interrupted or lost
  - If another nomination is in progress, student must complete the process
  - If clearance is lost due to legal issues, students must work with OPI to clear the matter
- ❖ If clearance is lost while student teaching, student cannot return to the classroom until it is reinstated



# Assistance with Fingerprinting

Students must use their QC email when communicating with the Clinical Experience Office

**EECE majors**

**Music, TESOL, Physical Education, & FCS majors**

**SEYS majors**

Email:

[eeceplacement@qc.cuny.edu](mailto:eeceplacement@qc.cuny.edu)

Email:

[victoria.Dellera@qc.cuny.edu](mailto:victoria.Dellera@qc.cuny.edu)

Email:

[seysplacement@qc.cuny.edu](mailto:seysplacement@qc.cuny.edu)