



Division of Education

### **Education Unit Fingerprinting Policies and Procedures**

*All candidates must be fingerprinted upon acceptance into one of Queens College's education programs. Candidates need to be fingerprinted prior to the first day of a course that requires fieldwork. Candidates will not be allowed to begin any fieldwork (i.e., fieldwork observations, initial clinical experience, student teaching, internship, or practicum) without being fingerprinted.*

**Please follow the instructions for the section that pertains to your situation**

#### **I. Students who require NYC DOE clearance (NYC DOE Schools)**

##### ***Step 1: Self-register with the NYCDOE PETS Office***

You must self-register with the NYCDOE PETS office so that your clearance can be confirmed by Queens College before you begin fieldwork in an NYC DOE School. Note that phone registration is not accepted. You may not go to the HR Connect Walk-in Center for fingerprinting unless you have completed all of your required forms online first.

- How to self-register for fingerprinting before you go to have your records processed: Send an e-mail to the Personnel Eligibility Tracking System (PETS) at [PETS@schools.nyc.gov](mailto:PETS@schools.nyc.gov) and **ask for your data to be added to the Queens College PETS database.**
  - PETS will need your name, phone number, complete home address, date of birth, and e-mail address.
  - Indicate that you are going to be a student teacher or you will be doing fieldwork through Queens College.
- When you receive a reply from the NYCDOE PETS fingerprint office, they will give you a fax number where you can send a copy of your Social Security card and college ID (As QC IDs are not validated semesterly, ***You will be required to provide a letter stating you are a current student. This letter can be obtained via the QC Registrar's Office.***)
  - You can either send a fax or mail the documents. In either case, be sure to include your phone number, complete home address, date of birth, and e-mail address in your correspondence. Mailing address: New York City Department of Education, Division of Human Resources, Office of Personnel Investigation, 65 Court Street, Room 200, Brooklyn, New York 11201, Attention: PETS (Personnel Eligibility Tracking System).



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***Step 2: Register in the NYCDOE's Applicant Gateway***

You will receive an e-mail from PETSAdminSupport@schools.nyc.gov. You will need to follow all of the instructions specified in the letter.

- Be sure to complete the Applicant Gateway forms. Print the Fingerprint Referral Form that is included in the e-mail.
- After your online forms are complete and you have the fingerprint referral form, you can go to the Fingerprint Unit, at the HR Connect Walk-in Center, 65 Court Street, first floor, Brooklyn, New York.

***Step 3: Release your fingerprints to NY State for Certification***

You will need to release your NYC DOE fingerprints to the New York State Education Department. You will need to file an OSPRA 104 form (pdf).

- Inquire with the HR Connect Walk-in Center regarding filling out the OSPRA 104 form.

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**II. Students who require NY State Education Department fingerprinting (Long Island or NY State schools)**

Students must speak with the school or district to inquire about fingerprinting policy and procedures. All requirements must be fulfilled through the district or school.

**If you choose to be fingerprinted on Long Island for observations, please note you may be placed in NYC for your clinical experience(s). At that time you will need to follow the steps in Section IV below to obtain NYC DOE clearance.**

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**III. Students who have been previously fingerprinted by the NYC DOE**

Students already fingerprinted by NYC DOE and need to be added to Queens College PETS database

***Step 1: Self-register with the NYCDOE PETS Office***

- How to self-register: Send an e-mail to the Personnel Eligibility Tracking System (PETS) at PETS@schools.nyc.gov and ask for your data to be added to the Queens College PETS database.
  - PETS will need your name, phone number, complete home address, date of birth, and e-mail address.



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- Indicate that you are going to be a student teacher or you will be doing fieldwork through Queens College.
- Indicate you have already been fingerprinted by the NYC DOE and need to be added to the Queens College database.
- Follow all instruction specified by PETS.  
***You may be required to provide a letter stating you are a current student. This letter can be obtained via the QC Registrar's Office.***

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#### **IV. Students fingerprinted by NY State Education Department who require their fingerprints be transferred to NYC DOE (Can take several weeks for clearance to appear in NYC DOE database)**

##### **Step 1: Self-register with the NYCDOE PETS Office**

- How to self-register for fingerprinting before you go to have your records processed: Send an e-mail to the Personnel Eligibility Tracking System (PETS) at [PETS@schools.nyc.gov](mailto:PETS@schools.nyc.gov) and **ask for your data to be added to the Queens College PETS database.**
  - PETS will need your name, phone number, complete home address, date of birth, and e-mail address.
  - Indicate that you are going to be a student teacher or you will be doing fieldwork through Queens College.
- When you receive a reply from the NYCDOE PETS fingerprint office, they will give you a fax number where you can send a copy of your Social Security card and college ID (As QC IDs are not validated semesterly, ***You will be required to provide a letter stating you are a current student. This letter can be obtained via the QC Registrar's Office.***)
  - You can either send a fax or mail the documents. In either case, be sure to include your phone number, complete home address, date of birth, and e-mail address in your correspondence. Mailing address: New York City Department of Education, Division of Human Resources, Office of Personnel Investigation, 65 Court Street, Room 200, Brooklyn, New York 11201, Attention: PETS (Personnel Eligibility Tracking System).

##### **Step 2: Register in the NYCDOE's Applicant Gateway**

You will receive an e-mail from [PETSAdminSupport@schools.nyc.gov](mailto:PETSAdminSupport@schools.nyc.gov). You will need to follow all of the instructions specified in the letter.

- Be sure to complete the Applicant Gateway forms. Print the Fingerprint Referral Form that is included in the e-mail.



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- After your online forms are complete and you have the fingerprint referral form, you can go to the Fingerprint Unit, at the HR Connect Walk-in Center, 65 Court Street, first floor, Brooklyn, New York.
  - Inform the staff there that you are a Queens College student teacher and need to submit an OSPRA 103 form so that your criminal history record can be transferred from NYSED to NYCDOE.

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#### **V. Clearance Already Processed by Agency Other Than NYC DOE or NY State Education Department**

If you had your clearance processed already by any agency other than the NYCDOE or New York State Department of Education (e.g., the New York City Department of Investigation (DOI) or Department of Health) and:

- You will need NYC DOE security clearance- Refer to Section I above
- You will need NY State Education Department Clearance- Refer to section II above

#### **International Students (Students Without an Official Social Security Number)**

Please contact Ms. Morales, at HR Walk-in Center, at [wmorale@schools.nyc.gov](mailto:wmorale@schools.nyc.gov) for further information on fingerprinting procedures.