

## Fingerprinting

All teachers are required to pass a background check and receive security clearance to enter a NYC public school and work with students. Therefore, you must be fingerprinted and pass this clearance process to begin Field Experience at a summer school site. This is also one of the steps you must complete before you can be finalized on payroll at school.

### The Fingerprinting Process

After you enroll in the NYC Teaching Fellows, you will receive your login and password for the NYC Department of Education's (NYCDOE) new applicant portal, **Applicant Gateway**. You will receive an email from the NYCDOE (email address: [NYCDOEHumanResources@schools.nyc.gov](mailto:NYCDOEHumanResources@schools.nyc.gov)) letting you know that you have been nominated as a NYC Teaching Fellow. This email is usually titled 'New York City Department of Education: Pre-Screening Notification.' **You must wait for this email to begin the fingerprinting process.**

**Applicant Gateway** login information will be sent to the email address associated with your Teacher Track account within one month of enrolling. If you have worked with the NYCDOE in the past, this message will be sent to the email address on file with the NYCDOE. In some cases, the message may go into your Spam folder so we encourage you to check that frequently as well as add [NYCDOEHumanResources@schools.nyc.gov](mailto:NYCDOEHumanResources@schools.nyc.gov) to your Safe Sender list.

**You must be fingerprinted, or have your fingerprints sent to the NYCDOE (details below), within four weeks of receiving your Applicant Gateway login details or by June 1, 2017 (whichever comes first).** The length of time it takes to process fingerprints can vary, and is often longer right before the start of PST because of an increased number of new teacher applications. We therefore recommend that you complete the fingerprinting process well in advance to ensure that you achieve security clearance by before the start of pre-service training.

If you have already been fingerprinted by the NYCDOE or the New York State Education Department in the past, it is possible that you may not have to go through the fingerprinting process again.

**Please follow the steps below for your particular situation.**

#### **Situation 1: I have never been fingerprinted by the New York City Department of Education (NYCDOE) or New York State Education Department (NYSED)**

As soon as you receive your automated email from Applicant Gateway, activate your account and log in. As indicated by the Applicant Gateway system, you will need to fill out and electronically submit the following forms:

- ✓ Fingerprint Referral Form
- ✓ Background Questionnaire
- ✓ Emergency Contact Information

Visit the NYC Department of Education building at 65 Court Street in Downtown Brooklyn to get fingerprinted at the HR Connect Walk-in Center (Room 102). Bring the following items with you:

- ✓ A government-issued photo ID
- ✓ Either your U.S. birth certificate or your SSN card
- ✓ A print-out of your computer-populated Fingerprint Referral Form
- ✓ Your NYCTF Proof of Enrollment letter

You will not be fingerprinted unless you bring hard copies of these documents and have submitted all forms, including the Background Questionnaire and Emergency Contact information on Applicant Gateway beforehand. Wait times at HR Connect vary based on the time of year, so please block off 1-3 hours to complete your fingerprints.

On the day you get fingerprinted, upload your signed and dated Fingerprint Receipt to your Teacher Track Checklist. Make sure that you follow the steps below:

- ✓ After you are fingerprinted, the fingerprint technician will sign your Fingerprint Receipt
- ✓ Take a clear photo or scan this receipt and upload it to your Checklist

### Situation 2: I have been fingerprinted by the New York State Education Department (NYSED)

You will not need to be fingerprinted again or pay the fingerprinting fee. Follow the steps to ensure that your prints are released from the State to the NYCDOE.

As soon as you receive your automated email from Applicant Gateway, activate your account and log in.

As indicated by the Applicant Gateway system, you will need to fill out and electronically submit the following forms:

- ✓ Background Questionnaire
- ✓ Emergency Contact Information
- ✓ OSPRA 103 Form (Request from the State to release your prints to the City)

Once you complete and submit the OSPRA 103 Form online, you must visit the HR Connect Walk-In Center at 65 Court Street in Downtown Brooklyn to verify your identification for OSPRA 103 processing. Your prints will not be transferred to the NYCDOE until your ID has been verified by a HR Connect representative. Then, upload a screenshot of your signed OSPRA 103 form to your Teacher Track Checklist by following the steps below:

- ✓ Take a screenshot of this form or download a copy before you submit it on Applicant Gateway
- ✓ Do not skip this document, as the NYCDOE will not process the OSPRA 103 until this form is submitted online via Applicant Gateway.
- ✓ Upload a copy of the OSPRA 103 signed by a staff member at HR Connect

### Situation 3: I have been fingerprinted by the NYC Department of Education (NYCDOE)

*You may not need to be fingerprinted again, pay the fingerprinting fee, or visit the NYCDOE HR Connect Walk-in Center. Follow these steps to ensure that we can confirm your prints are on file with the City.*

As soon as you receive your automated email from Applicant Gateway, activate your account and log in.

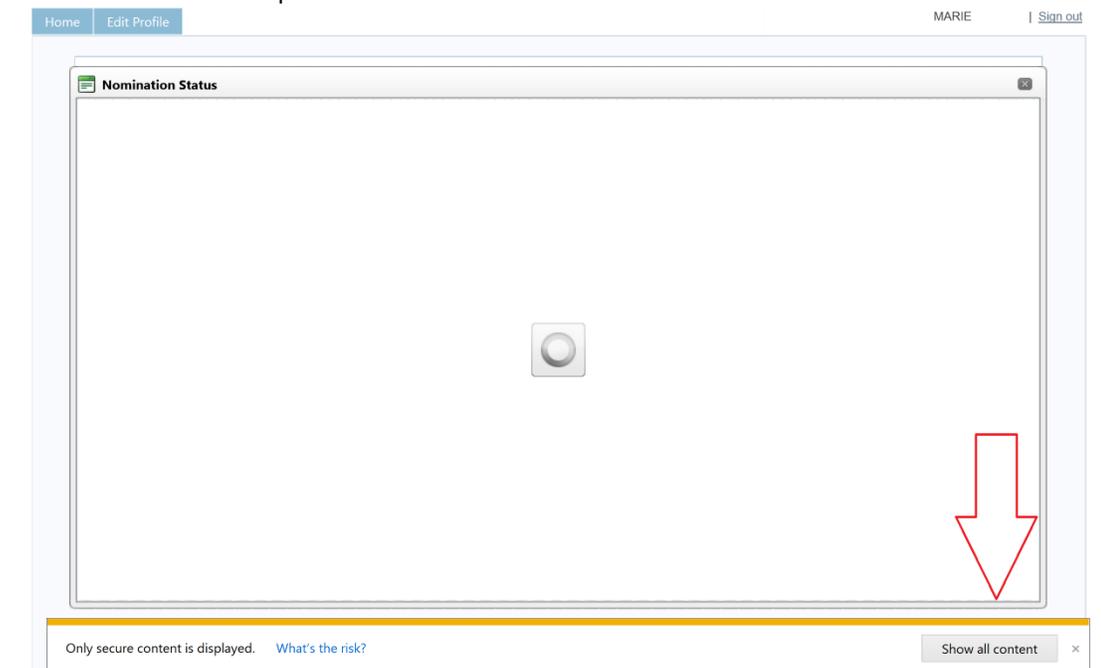
As indicated by the Applicant Gateway system, you will need to fill out and electronically submit the following forms:

- ✓ Fingerprint Referral Form (If fingerprints are no longer valid in the system)
- ✓ Background Questionnaire
- ✓ Emergency Contact Information

In the event that the Fingerprint Referral Form is present when you log into Applicant Gateway, you will need to be fingerprinted once again because your fingerprints are no longer valid or present in the appropriate system. If this form appears in your account, please follow all steps outlined in [Situation 1 above](#).

To upload proof that you have completed the forms above to the NYCTF office, please follow the steps below:

- ✓ **Using Internet Explorer**, log into your Applicant Gateway account. Note that other browsers may have issues accessing the site, so we recommend Internet Explorer.
- ✓ Next to the title, "Roster Evaluate," click on "Status."
- ✓ At the bottom of the page, a pop-up will ask you if you would like to "Show all content" (see example screenshot below). **You must click this button in order to see the status of your documents.** Please be patient as this screen often takes a few moments to load.



- ✓ Make sure each document lists "Complete" next to it.
- ✓ Take a screenshot of this page (example included below). Your screenshot must have your name visible. Upload the screenshot to your Teacher Track account.

**Nomination Status**

Name:	Status:	Completed	
EIS Title:	Current Step:		
Location:	Process Description:		
Authorize to Hire Date:	<a href="#">Notification History</a>		
Application Process Step	Status	Date Completed	Process Date
✓ 1 Nomination Recorded	Complete	05/10/2016	
✓ 2 Processing	Complete	05/11/2016	
✓ Background Questionnaire - Nomination	Complete	05/11/2016	
✓ Fingerprints	Complete	05/11/2016	
✓ <a href="#">Application Forms</a>	Complete	05/11/2016	
✓ 3 Background Investigations - Nomination	Complete	05/11/2016	

**Situation 4: I have been fingerprinted by a different state or a federal agency**

Unfortunately, the NYCDOE does not have the ability to access or accept fingerprints from other state or federal agencies. **All Fellows who have not been fingerprinted by the NYCDOE or do not qualify to submit an OSPRA 103 form will need to visit the NYCDOE HR Connect Walk-in Center at 65 Court Street in Brooklyn to be fingerprinted after submitting all forms online as indicated in Situation 1.**

Please note that if you have been printed for GoPass in the past, you will still need to be fingerprinted by the NYCDOE as GoPass uses a separate system for volunteers.

**To help you with the fingerprinting process, we have included a list of acceptable documents to upload to your Checklist on Teacher Track:**

- ✓ A signed Fingerprint Referral form or receipt (only if you have been fingerprinted in 2017 for the NYC Teaching Fellows program). *Please note, old fingerprint referral forms or receipts will not be accepted as proof of fingerprinting*
- ✓ OSPRA 103 form, completed by you and signed by an HR Connect Representative
- ✓ A screenshot from your Applicant Gateway account which indicates that all forms are complete (See above for guidance).

### How much does fingerprinting cost?

Fingerprinting costs \$135 dollars; however, you will not have to pay this fingerprinting fee upfront. **Instead, the fingerprinting fee will be deducted from your first paycheck in the fall.** Please bring a hard copy of your NYCTF Proof of Enrollment letter (sent to your Message Center) and present it when you check-in for fingerprinting at the HR Walk-in Center (Room 102) at 65 Court Street, and mention that you are a NYC Teaching Fellow. ***Please ensure that you present your enrollment letter and defer your payment instead of paying by money order or credit card as the money may be deducted automatically from your pay check in the fall.*** If you do not become a full-time NYCDOE teacher in the fall, you will be required to pay this fee out of pocket at a later date.

### Office of Personnel Investigation (OPI)

If there is an issue with your security clearance, you will be contacted by the Office of Personnel Investigation (OPI). We strongly recommend that you provide that office with requested documents and information as soon as possible to ensure that you can begin working with your students when the program begins in June. If the investigation is not complete by the time field experience begins at Training Academies, you will not be able to work in NYCDOE classrooms. **If your case is under review by OPI, and OPI determines that you are ineligible to work in the NYCDOE, the Fellows office is unable to appeal or overturn that decision, and you will be withdrawn from the program.**