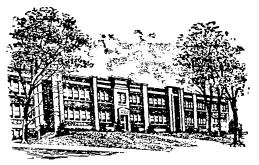
Schoharie Central School District

PO Box 430, 136 Academy Drive, Schoharie, New York 12157

ROBERT W. BONAKER Assistant Superintendent - Business Phone: (518) 295-6673 Fax: (518) 295-9510

LINDA M. NEVULIS Director of Curriculum and Pupil Services Phone: (518) 295-6657 Fax: (518) 295-9514



IN THE PURSUIT OF EXCELLENCE

David M. Blanchard, Superintendent of Schools Phone: (518) 295-6679 Fax: (518) 295-8178 ANDREA L. POLIKOSKI Elementary School Principal Phone: (518) 295-6651 Fax: (518) 295-9506

KEVIN T. CALACONE, Ed.D. Jr./Sr. High School Principal Phone: (518) 295-6601 Fax: (518) 295-8161

To: Applicants and New Employees

From: David M. Blanchard, Superintendent of Schools

Subject: Fingerprinting Requirements

Date: February 8, 2016

New York State law requires that the Office of School Personnel Review and Accountability conduct fingerprint supported criminal history background checks for applicants for certification and all prospective employees of school districts, charter schools and BOCES. As a result, applicants for employment, including substitutes and coaches, are required to register, schedule, apply for fingerprinting clearance, and make payments online through IdentoGO by MorphoTrust USA. You must also register and create a TEACH account in order for your fingerprints to be accessible to the school district.

STEP 1 - FINGERPRINTING

Please go to: www.identogo.com

Please note: If you do not have Internet access, please call toll-free 1-877-472-6915.

Click on: New York State on the map

Click on: Online Scheduling

Enter your first and last name. Click: Go

Enter **TEACH** for the ORI Number.

Click: Employee Application

Please note: A pop up may appear stating you must have a social security number and

that you will need to enter the SS# on the application. Click: OK

Enter your HOME zip code. Click: Search

The closest four enrollment (fingerprinting) center locations should appear for you. Pick a location to schedule an appointment. Enter/pick the time for your appointment. Click: Next Step

APPLICATION: Enter the requested information. Click: Next

ID OPTIONS:

Pick the two forms of identification you will be bringing with you to your appointment. Both must be issued by New York State and one must be a photo ID. Click: Next

PAYMENT OPTIONS:

As an applicant for a position in the school district, you are responsible for paying the fee of \$102.00 (DCJS fee \$75 / FBI fee \$14.75 / MorphoTrust fee \$12.25)

Please note: The enrollment (fingerprinting) centers cannot take credit/debit cards. You must enter credit/debit card information online or over the phone. The centers will accept personal checks, money orders and cashier checks. We do not recommend cash as some centers will not accept cash.

Select payment method and enter information accordingly.

CREDIT/DEBIT CARD: Selecting credit card payment will take you to a USBank epay link. Complete the information. If you enter your email address you will receive a receipt with a confirmation number that starts with IIS. You may wish to take this with you to the fingerprinting center in the event there are any questions.

Click: Submit payment information

APPLICATION ENTRY REVIEW:

The last page is a review of the information you entered.

Please note: If <u>any</u> of the information is incorrect, you must call 1-877-472-6915 to have the information corrected. You cannot go back to re-enter any information.

Click: Done

YOUR IdentoGO REGISTRATION HAS BEEN COMPLETED:

Please note: You are not done until you get to "your registration has been completed" with a registration ID number. Take this ID number with you to the fingerprinting center in the event there are any questions.

After your fingerprints are scanned, they will be sent to the Department of Criminal Justice. It can take 10-14 days for them to be processed and sent to the NYS TEACH system.

For frequently asked questions regarding this process, please visit: http://www.highered.nysed.gov/tsei/ospra/memo06232015.html These locations can be found at: http://www.l1enrollment.com/locations/?st=ny#EASTERN NY

The four closest centers should be available to you after you enter your home zip code in the instructions.

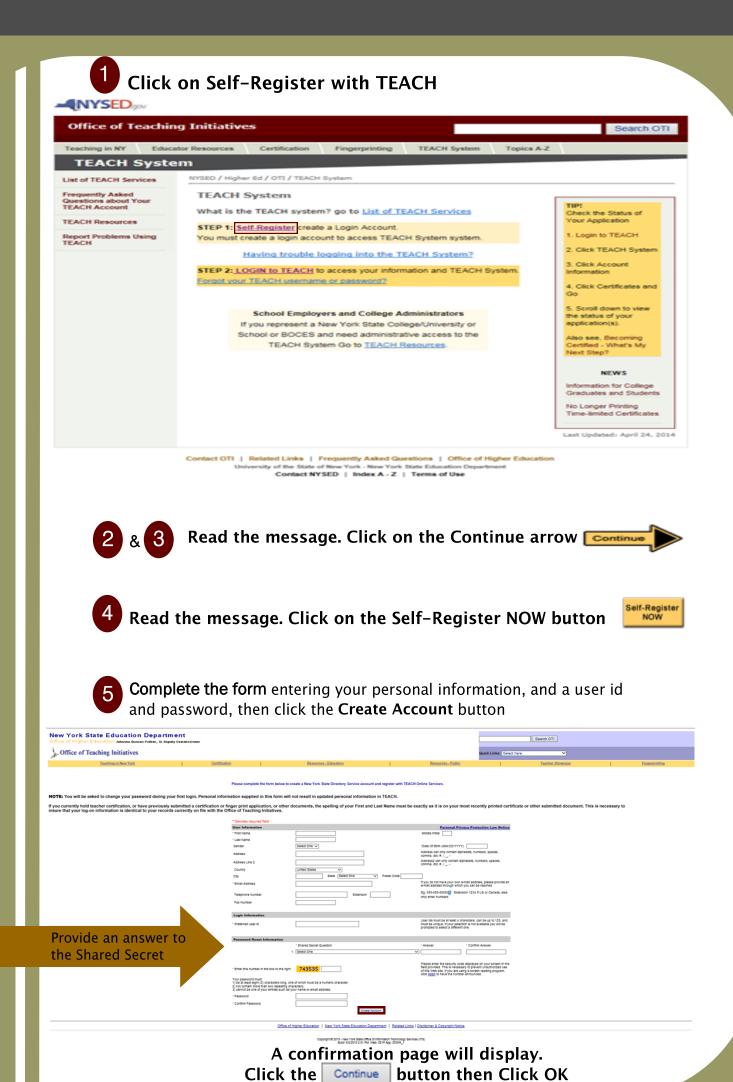
EASTERN NY – Enrollment (Fingerprinting) Centers

	(0 !	
Albany - Everett Rd	Albany, NY. (21 Everett Rd Ext) [Map (opens new browser)]	Mon, Tue, Thu & Fri 8am-4:30pm; Wed 8am-7pm; E/O Sat 8am-12pm
Catskill	Catskill, NY. (7856 Rte 9w) [Map (opens new browser)]	Wed 9am-12pm & 1pm-3:30pm
Cobleskill	Cobleskill, NY. (111 Barnerville Rd) [Map (opens new browser)]	Wed & Thu 9am-2pm; Fri 9am-4pm
Glens Falls	Glens Falls, NY. (88 Broad Street) [Map (opens new browser)]	Mon, Wed, & Thurs 8:30am-4pm
Glenville	Glenville, NY. (543 Saratoga Rd) [Map (opens new browser)]	Tue 9:30am-2:30pm; Wed 9:30am-3:30pm; Thu 8:30am-3:30pm; Fri 9:30am-11:30am
Hudson	HUDSON, NY. (16 Park PI) [Map (opens new browser)]	Mon 9am-12pm & 1pm-5pm
Johnstown	Johnstown, NY. (42 W Main St) [Map (opens new browser)]	Mon - Thurs 9:30am-12pm & 1pm-3pm
Malta	Malta, NY. (101 Saratoga Village Blvd) [Map (opens new browser)]	Mon 8am-12pm & 1pm-5pm
Schenectady- Nott St	Schenectady, NY. (1101 Nott St) [Map (opens new browser)]	Mon, Wed & Fri 10am-3pm
Schenectady- Hamburg St	Schenectady, NY. (2788 Hamburg St) [Map (opens new browser)]	Tue and Fri 8:30am-12pm & 1pm-4:30pm
Troy	Troy, NY. (1 Fourth St) [Map (opens new browser)]	Tue & Thu 8:30am-12pm & 1pm-4:30pm

STEP 2 -

How to create a TEACH Account

To register for a TEACH account go to: http://www.highered.nysed.gov/tcert/teach/ using the "Self-Register with TEACH" button.









Click on TEACH Online

Enter your Social Security Number then click Submit

Confirm your email address by entering it twice, then click Confirm.

You will receive an email at the address provided.

Click on the link within that email to verify your email address

