



Field Placement Office (PH-135)

Secondary Education and Youth Services (SEYS)

### **Information for Fingerprinting**

While you are not required to be fingerprinted to observe in the classroom, every Elementary Education and Secondary Education student needs to be fingerprinted prior to beginning the Initial Clinical Experience (ICE) or Student Teaching...NO EXCEPTIONS.

Note: You only need to be fingerprinted once...if you have already been fingerprinted by either the State or NYC Dept of Education, you may request a transfer of the record by completing an OSPRA Release Form #103 or 104.

#### **Instructions on how to get fingerprinted:**

1. You may go to the **NYC Department of Education** locate at 65 Court Street, Brooklyn (*only available if you will be placed in a New York City school for the subsequent semester*).

Note: Periodically the New York City Department of Education (NYCDOE) comes on campus to fingerprint Education students who will be placed in New York City schools.

**OR**

2. Go to the **Rockville Center (RVC) School District Office** locate at 128 Shepherd Street, Rockville Center, NY (Long Island). The RVC offers a quick turnaround on your fingerprint clearance.

Note: If you choose to be fingerprinted at the RVC, please note that you are still required to register with the NYCDOE if your placement is in any of the City schools.

**OR**

3. You may call the **State Department of Education Fingerprinting Unit** in Albany at (518-473-2998) to request a fingerprint packet.

Note: This option may take as much as 2 months for processing, therefore delaying your placement.

#### **NEW YORK CITY DEPARTMENT OF EDUCATION (NYCDOE) REGISTRATION**

Prior to going to the NYCDOE for fingerprinting, you must register online at

<http://schools.nyc.gov/TeachNYC/incentives/students/default.htm>. During the registration process, a letter addressed to the NYCDOE Fingerprint Unit will be generated. **You must print** the letter and bring it with you when you present yourself to the NYCDOE Fingerprint Unit in Brooklyn.

Upon completing you registration at the above site, you will need to update your record by adding your placement site for the semester in which you will be doing your Initial Clinical Experience (ICE) or your Student Teaching. This process is a requirement if you are to be placed as a student teacher in a New York City school.

#### **IMPORTANT THINGS TO BRING TO YOUR FINGERPRINTING APPOINTMENT:**

- **Check or Postal Money Order to pay for fingerprinting fees.** Please note the following important information:

-The Rockville Center will accept cash or money orders but not personal checks.

**-NYCDOE TECHNICIANS WILL NOT TAKE CASH.**

*Educational Community Programs*  
Attn: Ms. Keisha Philips  
Office: (718) 997-5237(PH-033F)  
Fax: (718) 997-5248  
[Keisha.Philips@gc.cuny.edu](mailto:Keisha.Philips@gc.cuny.edu)

*Elementary and Early Childhood Department*  
Attn: Eileen Bowen (PH-054V)  
Office: (718) 997-5651  
Fax: (718) 997-5399  
[Eileen.Bowen@gc.cuny.edu](mailto:Eileen.Bowen@gc.cuny.edu)

*Secondary Education and Youth Services*  
Attn: Teresa Gonzalez (PH-135A)  
Office: (718) 997-5546  
Fax: (718) 997-5333  
[Teresa.Gonzalez@gc.cuny.edu](mailto:Teresa.Gonzalez@gc.cuny.edu)

65-30 Kissena Blvd. Flushing, NY 11367

- Proof of identification & work eligibility in the United States. A list of acceptable documentation is available in the Field Placement Office.
  
- **TIPS:**
  - If you have a U.S. Passport (expired or unexpired), that will suffice for both identity and eligibility.
  
  - Foreign Students: If you don't have the required documents, please call the SEYS Field Placement Coordinator Teresa Gonzalez (718-997-5546) or schedule an appointment to determine an alternative course of action.