Fieldwork Fingerprinting/Security Clearance Checklist

All Lehman College School of Education (SOE) students must be fingerprinted and pass a New York City Department of Education (NYCDOE) background check prior to receiving fieldwork placement assistance or a fieldwork letter of introduction.

You must follow the procedure below prior to receiving any assistance in securing fieldwork placement. Your status in the NYCDOE Personnel Eligibility Tracking System (PETS) must be listed as “Eligible” before you can be placed.

At the Start of Your Education Program

☐ Submit a completed New York City Department of Education (NYCDOE) Fingerprinting Application to Christine Sohan in Carman Hall, Room B33 (Monday through Thursday, 2:00pm to 5:00pm). You must present your social security card for verification of your social security number upon submission of the fingerprinting application.

☐ Look for a nomination email from PETS containing a fingerprinting referral form and background questionnaire—check both your inbox and junk mail folders. Please note the links in this email will expire 10 days after they are sent to you.
  o The online questionnaire must be completed before you can be fingerprinted.
  o Print a hard copy of the fingerprinting referral form.

☐ Have your fingerprints taken by NYCDOE on campus OR at 65 Court Street in Brooklyn.
  o Notification of fall and spring on-campus fingerprinting dates will be sent via email. There is usually one date in October and one in February.
  o The fee for fingerprinting is $135 (payable by personal check or money order ONLY when done on campus—credit and debit cards are also accepted at 65 Court Street in Brooklyn).
  o Documents required for fingerprinting:
    ▪ A printed copy of the NYCDOE fingerprinting referral form
    ▪ A valid US passport OR at least two of the following documents:
      • NYS ID
      • Social Security Card
      • Birth Certificate

Before the End of Your Program

☐ Submit an OSPRA 104 form—this form indicates that you will allow NYCDOE to release your background check results to the New York State Education Department for certification purposes.

If you should have any questions or concerns regarding the procedure for receiving security clearance or for information about fieldwork placement, contact Christine Sohan, Assistant to the Director of Field Experiences and the Professional Development Network, at 718-960-8004 or christine.sohan1@lehman.cuny.edu.

(Applications Accepted: Monday through Thursday, 2:00pm to 5:00pm)
NYCDOE Fingerprinting Application

All Lehman College School of Education (SOE) students must be fingerprinted and pass a New York City Department of Education (NYCDOE) background check prior to receiving fieldwork placement assistance or a fieldwork letter of introduction.

Prior to being fingerprinted, any student hoping to complete fieldwork in a NYCDOE school must allow SOE to provide NYCDOE with the following information. This information will be entered in the NYCDOE Personnel Eligibility Tracking System (PETS). A student’s status in PETS must be listed as “Eligible” before the student can receive assistance with fieldwork placement.

Name ________________________________________________________________ _______________________
           (Last)       (First)       (MI)

Address ________________________________________________________________ _______________________
           (City)       (State)    (Zip Code)

Cell Phone ___________________________ Phone Number ____________________________

Email Address _____________________________________________________________

EMPLID ___________________________ Date of Birth ________________________________ (mm/dd/yyyy)

Social Security Number ___________________________

Are you a current NYCDOE employee?  ☐ No       ☐ Yes (Current NYCDOE Title____________________)

Primary Language ___________________________ Secondary Language ___________________________

Are you a graduate or an undergraduate student?  ☐ Undergraduate       ☐ Graduate

In which education program are you currently enrolled?

☐ Art            ☐ Science
☐ Childhood      ☐ Social Studies
☐ Counselor Education/School Counseling ☐ TESOL
☐ Early Childhood ☐ Special Education-Early Childhood
☐ English        ☐ Special Education-Childhood
☐ Foreign Language ☐ Special Education-Adolescent
☐ Health         ☐ Speech-Language Pathology
☐ Literacy       ☐ Bilingual Extension
☐ Mathematics    ☐ Other _______________
☐ Music

If you were fingerprinted and cleared by the New York State Education Department, you will still need to provide the information above so you can be entered in PETS. You will also need to complete and submit to NYCDOE an OSPRA 103 form in order to have your background check results forwarded to NYCDOE.

By signing this form, you are verifying that: you are the SOE student whose information appears above; you have reviewed the information you have provided in this application, and it is correct; you give SOE permission to enter your information on PETS; you will present your social security card so your number can be verified prior to the acceptance of this application; and you understand that your ability to receive fieldwork assistance from SOE is contingent upon your passing a NYCDOE background check.

Student’s Signature ___________________________ Date________________________