

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

- Complete this New York City Department of Education (NYCDOE) Fingerprinting Application and email to clinical.practice@lehman.cuny.edu
- 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.**
 - The online questionnaire must be completed before you can be fingerprinted.
 - Print a hard copy of the fingerprinting referral form.
- Have your fingerprints taken by NYCDOE at 65 Court Street in Brooklyn by appointment only. All candidates can schedule an appointment as part of the nomination process.
 - The fee for fingerprinting is **\$135** (credit and debit cards are accepted at 65 Court Street in Brooklyn).
 - 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 clinical.practice@lehman.cuny.edu

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?

- | | |
|--|--|
| <input type="checkbox"/> Art | <input type="checkbox"/> Science |
| <input type="checkbox"/> Childhood | <input type="checkbox"/> Social Studies |
| <input type="checkbox"/> Counselor Education/School Counseling | <input type="checkbox"/> TESOL |
| <input type="checkbox"/> Early Childhood | <input type="checkbox"/> Special Education-Early Childhood |
| <input type="checkbox"/> English | <input type="checkbox"/> Special Education-Childhood |
| <input type="checkbox"/> Foreign Language | <input type="checkbox"/> Special Education-Adolescent |
| <input type="checkbox"/> Health | <input type="checkbox"/> Speech-Language Pathology |
| <input type="checkbox"/> Literacy | <input type="checkbox"/> Bilingual Extension |
| <input type="checkbox"/> Mathematics | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> 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** _____