Fingerprinting and Background Check
Information for Students

All students participating in courses that involve observation or teaching in NYC public schools must be fingerprinted and cleared with a background check.

Current education courses that require fingerprinting include:

EDUC BC 2055y Urban School Practicum
EDUC BC 3050y Science in the City
EDUC BC 3052x Math and the City
EDUC BC 3058x Science in the City
II: Preparing Future Scientists Now
EDUC BC 3063x Elementary Student Teaching in Urban Schools
EDUC BC 3065x Secondary Student Teaching in Urban Schools

All students participating in the Education Program will need to be fingerprinted for a minimum of two courses listed above. Students only need to get fingerprinted once.

Background checks can take anywhere from a few days to 12 weeks to clear, so we strongly advise students to get fingerprinted the semester prior to taking their first class with on site component. Fingerprint clearance in other states will NOT be considered by the New York City Department of Education or New York State Education Department. We strongly encourage students to consider the first option outlined on the next page as the way to get fingerprinted.

Students who do not receive clearance are prohibited from entering NYC public schools as participants of the Barnard Education Program.
Students with a U.S. Social Security Number (SSN) who have not been fingerprinted for New York State or the New York City Department of Education may be fingerprinted by one of the two ways outlined below:

1. **Fingerprinting by ItentoGO for New York State Education Department (NYSED)**
   
   This route will cost $102.
   
   1. Go to [IdentoGO](#) online. Follow instructions for getting fingerprinted for NYSED.
   
   2. Submit a PETS form [link to form on website] to the Barnard Education Program Office in Milbank 335-336. Be prepared to show your Social Security Card for verification. Your PETS form should never be emailed, since it contains your SSN.
   
   3. Once you receive confirmation that you are in the Personnel Eligibility Tracking System (PETS) via email from the Applicant Gateway, create an account and complete all online forms required.
   
   4. When all forms are completed, you must go to the HR Connect Walk-In Center at 65 Court Street in Brooklyn and request the transfer of your fingerprints from the State to the DOE with an OSPRA 103 form.

   **OR**

2. **Fingerprinting by the New York City Department of Education**

   This route will cost $130.

   1. Submit a PETS form [link to form on website] to the Barnard Education Program Office in Milbank 335-336. Be prepared to show your Social Security Card for verification. Your PETS form should never be emailed, since it contains your SSN.

   2. Once you receive confirmation that you are in the Personnel Eligibility Tracking System (PETS) via email from the Applicant Gateway, create an account and complete all online forms required.

   3. When all forms are completed, you must go to the HR Connect Walk-In Center at 65 Court Street in Brooklyn for fingerprinting. Take your government issued ID, college ID and payment of $130.

   4. Applicants for Teacher Certification will need to transfer their fingerprints to NYSED by completing an OSPRA 104 form.

**International Students without a Social Security Number (SSN) must be fingerprinted through the New York City Department of Education. If you are an international student with a social security number, you are eligible to be registered through the regular PETS process (follow the procedure above).**

1. Make an appointment with the Office of Personnel Investigations by sending an email to OPIInfo@schools.nyc.gov or call 718-935-2665 (Ask for Wanda Wentworth regarding clearance as an international student teacher).

2. Go to 65 Court Street in Brooklyn for your appointment. You must bring in the following four items:
   - Passport
   - Student Visa
   - Proof of enrollment in an education program. (Upon request, the Education Program will provide a letter.)
   - College ID card.
Personnel Eligibility Tracking System (PETS) Roster Information Form

This information is needed to add you to or activate you on the PETS Roster for the Barnard Education Program for the current semester. Please fill out this information as it appears on your government issued ID that you will use when you go to get fingerprinted. Please print neatly, since errors are in the system can be difficult to correct. This form must be submitted to the Education Program in person. Please be prepared to show your Social Security Card for verification.

Legal Name: ____________________________________________________________

Fingerprinting For:

_____ Math and the City
_____ Science in the City
_____ Urban School Practicum or Student Teaching

Social Security Number: ________ — ______ — _________

Date of Birth: ___________________________________________________________

Home Address (not campus address): _________________________________________

_______________________________________________________________________

_______________________________________________________________________

Local Phone: _____________________________________________________________

College Email: ____________________________________________________________

Primary Language, if not English: ____________________________________________

Affiliation with the Education Program:

_____ I am/plan minor in Urban Teaching
_____ I am/plan to minor in Education Studies
_____ I am/plan to major in Urban Studies with a Concentration in Education
_____ I do not plan to have an education related major or minor.