

WELCOME TO LIVESCAN ELECTRONIC FINGERPRINTING

THE FOLLOWING DESCRIBES THE STEP-BY-STEP PROCESS TO BE COMPLETED PRIOR TO ARRIVING AT OCM

STEP 1 – CREATE TEACH ACCOUNT (This is located in the upper right-hand corner of the page.)

- Go to: <http://www.highered.nysed.gov/tcert/teach/index.html>
- Select: Self-Registration and follow the steps for creating a TEACH Account. Once account is created, select TEACH Online Services from your “TEACH Homepage” screen.
- OR -
Login to TEACH to access your account, select TEACH Online Services.

STEP 2 – APPLY FOR FINGERPRINT APPLICATION

- Select: “Submit Application for Fingerprint Clearance” under Fingerprinting Links
- Select: “Next” on “Apply for Fingerprint Clearance” screen
- Select: “Next” on “Verify/Update Profile” screen (if information is correct)
- Complete: “Fingerprinting Application” and select “Submit”
- Read: “Fingerprinting Consent” and Check Box to Consent and select “Sign”

STEP 3 – MAKE PAYMENT

- **BOCES Employees:** **STOP! DO NOT MAKE PAYMENT! Sign out of TEACH.**
- **DISTRICT Employees:** Make payment – The NYS fee is **\$94.25**. TEACH Online Services accepts VISA or MASTERCARD. *(Please note if paying with Money Order/Certified Check/Bank Check/Employer Check, it must be made payable to NYSED and sent to NYSED with COUPON that is generated when that payment option is chosen. Money Order must be cleared thru NYSED in order to be fingerprinted at LIVESCAN station. This form of payment can generally take 48-72 hours for clearance of payment to be on file.)*

STEP 4 – SCHEDULE AN APPOINTMENT

- Call: (Syracuse Area – 315-433-2638) **OR** (Cortland Area – 607-758-5240)
Monday - Friday to schedule an appointment. **Appointments will be scheduled Wednesday through Friday, between the hours of 10:00 a.m. and 2:00 p.m.**
- Visit: Syracuse - OCM BOCES, Henry Education Campus, Administration Building,
6820 Thompson Road, Syracuse
Cortland - OCM BOCES, McEvoy Education Campus, 1710 NYS Rte. 13, Cortland
- Bring: PHOTO IDENTIFICATION

****PLEASE BRING THIS SHEET WITH YOU TO OCM BOCES****

Please be advised that _____ was Fingerprinted at OCM BOCES LIVESCAN.

Signed: _____ Date Fingerprinted: _____ Confirmation #: _____

FREQUENTLY ASKED QUESTIONS

1) What if I have a TEACH account, but don't remember my password?

OCM BOCES is unable to re-set passwords for TEACH accounts. Inquires should be directed to the Office of Teaching Initiatives website <http://www.highered.nysed.gov/tcert/teach/index.html> under "REPORT PROBLEMS USING TEACH" or call (518) 486-6041 from 9:00 a.m. – 4:00 p.m.

2) What if I am having difficulty setting up my TEACH account?

OCM BOCES is not affiliated with the TEACH Online Services and does not have access to accounts. All inquires regarding your TEACH account should be directed to the Office of Teaching Initiatives website <http://www.highered.nysed.gov/tcert/teach/index.html> under "REPORT PROBLEMS USING TEACH" or call (518) 486-6041 from 9:00 a.m. – 4:00 p.m.

3) What if I do not have access to a credit card to pay the required fee to New York State?

Contact the OCM BOCES Personnel Department at (315) 433-2638 for further information and instructions.

4) What if I don't have access to a computer to create a TEACH account?

Contact the OCM BOCES Personnel Department at (315) 433-2638 for further information and instructions.

5) What happens if my District reimburses me for the fee paid to the State? How will they know I have paid and been fingerprinted?

After you are fingerprinted at OCM BOCES, you will be given a signed form to turn in to your District's Personnel Office. Additionally, OCM BOCES will provide a list of all district employees fingerprinted to the district on a monthly basis.

6) What should I do if my District pays the fingerprinting fee required directly to the State?

Contact your District's Personnel Department for further instructions.

7) What happens if I arrive at OCM BOCES without having created a TEACH account and made the required payment?

In order to properly service all our customers, we will ask that you return for fingerprinting at another time once you have completed the necessary pre-fingerprinting steps.

8) How will the results of my fingerprinting be made available and when?

Results are usually available within 48 to 72 hours after submission. The results will be emailed to you by the Office of Teaching Initiatives. Your District may access the results by making inquiry directly to the TEACH Online Service.

9) How long will the electronic fingerprinting process take?

If all pre-fingerprint steps are properly completed prior to arriving, the estimated scanning process time is approximately 15 - 20 minutes.