

Fingerprinting Process

- The first step in the process is for the candidate to preregister in the "Teach System" . That link can be found at:

<http://www.highered.nysed.gov/tcert/teach/selfreg1.html>

- After preregistering the candidate should wait 24 hours for the application to be processed.
- After the 24 hours the candidate can then go to the site of their choice for fingerprinting. For Monroe County there are 2 sites: BOCES 2 on Big Ridge Road in Spencerport and Pittsford Central Schools Offices located at Barker Rd Middle School. I do not know what sites exist outside Monroe County. The candidate must bring cash or check (no credit cards to pay a \$25 fee. Here is a link detailing the process and information:

<http://www.monroe2boces.org/programs.cfm> (under Office for Labor Relations click on Fingerprinting)