TEACH/Fingerprinting Procedures for Section V Officials

All sports officials are required to be fingerprinted. Assignors may only assign officials who have been fingerprinted, cleared per New York State Education Department (NYSED and are listed on the database as a cleared official.

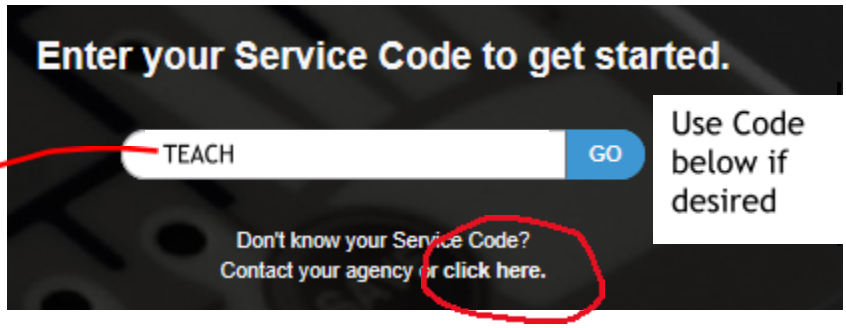
Steps:
1. Sports officials must first establish a TEACH account through the New York State Education Department's TEACH Online Services System.

Click on the link or go to: www.highered.nysed.gov/tcert/teach/

In the bottom left hand corner, "create a TEACH account. Be sure to create this account prior to getting prints done.

2. Fingerprinting is done through MorphoTrust [(877) 472-6915], a statewide vendor managed system. To find locations and schedule an appointment, go to: www.identogo.com and click on Get Fingerprinted >State of New York >Digital Fingerprinting. The next screen is where you enter a code.

3. The MorphoTrust system will ask for a Service Code. NYSED uses a code (which is easier to remember) rather than a number. The NYSED code is: TEACH but it will not work!!



4. When you enter TEACH into the above screen, it does not work. **Click on the "click here" button below the TEACH box to proceed.**

5. The next screen will ask you for your state again (NY); your ORI Number (TEACH) and your reason for fingerprinting (**EMPLOYEE APPLICANT**). Once this info is submitted, you will get the following screen:



6. Once you hit continue, you will get the following screen:



7. Schedule your appointment 😊

8. Once an official has been fingerprinted, or if the official is an employee of a NYS school district and has been fingerprinted for that position, a Clearance for Employment Request Form must be submitted to the Section V office (applicant mails or the organization sends them in one bunch).

9. After the Clearance for Employment Request Form is submitted to the Section V office (Section V Athletics, Kathy Hoyt 131 Drumlin Ct, Newark, New York 14513) clearance will be verified with Wayne-Finger Lakes BOCES, and the official's name will be added to the database once NYSED Cleared.

10. If an official's fingerprint clearance is denied by the NYSED, that official will be made inactive until the official files the appeal, the case is reviewed, and the official is cleared. An official may call the Section V office for the contact information of the OSPRA office.

11. Any subsequent arrest notices, after an official has been cleared, will be sent from NYSED to the Wayne-Finger Lakes BOCES and the official. Wayne-Finger Lakes BOCES will notify the official by certified letter and will forward the notices to the Section V office. The official will be made INACTIVE immediately. Any official that is arrested is responsible for contacting both the NYSED Office of School Personnel Review and Accountability at (518) 473-2998 as well as the Assistant Superintendent of Wayne-Finger Lakes BOCES at (315) 332-7428 to resolve the situation prior to any more contests being assigned.