

PLEASE RETURN NOTARIZED
AFFIDAVIT AND PAYMENT
CONFIRMATION TO:

SWBOCES Athletics/Section 1
ATTN: Laura
2 Westchester Plaza
Elmsford, NY 10523

ONCE WE RECEIVE THIS YOU
WILL BE E-MAILED FURTHER
INSTRUCTIONS REGARDING
YOUR FINGERPRINT
APPOINTMENT

ANY QUESTIONS CAN BE
DIRECTED TO LAURA AT
914-592-2526



17 Berkley Drive, Rye Brook, New York 10573
(914)937-3820 fax (914)937-7644

BOCES Southern Westchester

THE BOARD OF COOPERATIVE EDUCATIONAL SERVICES

To: All Individuals requiring Criminal Background Check & Fingerprinting for Clearance for Employment with Southern Westchester BOCES

From: SWBOCES – Department of Human Resources

This memo is intended for applicants who are required to attain a New York State Education Department (NYSED) criminal background check and fingerprinting clearance for employment with Southern Westchester BOCES. These applicants include: part and full time employees, casual employees, independent consultants and agency personnel.

The LIVESCAN electronic fingerprinting system used by Southern Westchester BOCES is only necessary for applicants who have **not** been previously fingerprinted for employment by the New York State **Education Department (NYSED)** or the City School District of the City of New York.

If you have already been fingerprinted by the NYSED or NYC Board of Education, immediately contact the supervisor who is working with you. He or she will provide you with an OSPRA 102 form for your employment in a school district outside of New York City or an OSPRA 104 for applicants previously employed by New York City. A consultant who previously worked in New York City will receive an OSPRA 103 form.

Overall, there are three (3) steps to apply for fingerprinting clearance for employment:

1. Create an account on the NYS TEACH Online Information System, if one doesn't already exist.
2. Complete a fingerprint application on the NYS TEACH Online Information System.
3. Make an appointment with the Department of Human Resources to have your fingerprints scanned.

The remainder of these directions assumes that all applicants have:

- not been previously fingerprinted for employment by the New York State **Education Department (NYSED)** or the City School District of the City of New York;
- not already submitted fingerprint clearance using traditional fingerprint cards;
- a basic knowledge of: computer usage, a web browser and the Internet;
- access to the Internet by a computer **with** a printer;
- the funds to pay the New York State Education Department (NYSED) \$91.50 fingerprinting fee (credit card preferred), and
- the means to visit to 17 Berkley Drive to be fingerprinted.

Fingerprinting Process

1. Log into your account on the New York State TEACH Online Information System or establish an account as described below:

Access the New York State Education Department (NYSED) Office of Teaching Initiatives web site at:

www.highered.nysed.gov/tcert/teach/

and complete the on screen instructions for creating your account.

Note: applicants creating an account from outside of New York State, may need to omit their address and phone number to create the account. This information may be added to the account after it is activated.

2. Complete a fingerprinting application on the TEACH Online Information System.

While logged into your on-line TEACH account:

- a. navigate to TEACH Online Services.
- b. select Submit Fingerprint Application for Clearance.
- c. complete steps 1 & 2 by entering the necessary data.
- d. complete step 3 and **print out** the Fingerprint Consent Form. Give the Fingerprint Consent Form to the Supervisor recommending you for hire.
- e. step 4, pay the NYSED \$91.50 fee for fingerprints. Once the payment has been processed by NYSED, **print out** the Payment Confirmation. Payment by other than a credit card will result in a processing delay. Give the Payment Confirmation to the Supervisor recommending you for hire.
- f. step 5 will be completed by the Department of Human Resources at Southern Westchester BOCES using the LIVESCAN technology.

At the time of scanning, all fingers must be free of bandages. You may be asked to remove jewelry that interferes with the scanner.



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17 Berkley Drive, Rye Brook, New York 10573
19141937-3820

Background Check Affidavit: Employees

IF OFFERED A POSITION AT BOCES, I hereby acknowledge that my appointment will be contingent upon action of the Board of Education and is subject to and contingent upon satisfactory completion of the fingerprinting process and background check involving State and Federal authorities required by New York State Education Law.

I understand and agree that, notwithstanding any notice requirements ordinarily contained in the Education Law, Civil Service regulations, and/or collective bargaining agreements, an offer of employment may be immediately rescinded or my employment may be immediately terminated if the background check referred to above does not generate a clearance from the New York State Education Department to serve as an employee of the School District.

I understand that I will be required to pay the required fee to the State Education Department for this process, unless I have been previously cleared for employment by the State Department of Education. If hired by BOCES, however, I will be reimbursed once BOCES receives notification that I have been cleared for employment.

I HEREBY SWEAR THAT, TO THE BEST OF MY KNOWLEDGE, I KNOW OF NO CRIMINAL CONVICTION AGAINST ME IN ANY JURISDICTION AND FURTHER SWEAR THAT THERE ARE NO CRIMINAL CHARGES PENDING AGAINST ME CURRENTLY AND THAT I KNOW OF NO OTHER REASON WHY MY BACKGROUND CHECK WILL NOT RESULT IN A CLEARANCE BEING ISSUED ALLOWING ME TO SERVE AS AN EMPLOYEE OF THE SCHOOL DISTRICT.

Date: _____ Print Name: _____

Signature: _____

Sworn to before me this _____ day of _____, 200 _____

Notary Public

HR USE Only

Prints Mailed to SED on _____

OSPRA 102 Mailed to SED on _____