

TEACH ACCOUNT AND FINGERPRINTING PROCEDURES

Create a TEACH Account:

- TEACH is an online application/database system and you should create your account NOW
- Go to <http://www.highered.nysed.gov/tcert/teach/home.html>
- Click on the blue box labeled “Create a NY.gov TEACH account”
- Once you create an account, you will be able to submit your application and payment for fingerprint clearance, apply for a certificate, verify test scores, check the status of your application, verify/update your profile (update address, request a name change, etc.)

Fingerprinting Process:

- Cost is \$102.50 (effective as of May 1, 2024)
- ⇒ Fingerprinting must be completed in order to become a teacher in New York
- ⇒ Must be completed before student teaching, but earlier is better
- ⇒ You must use the URL or phone number below to schedule your fingerprinting appointment
- ⇒ Visit <http://www.nysed.gov/educator-integrity/fingerprint-process> for FAQs
- ⇒ There are two ways to schedule an appointment:
 - a. Use this URL APPLICANT FOR URL Certification
<https://uenroll.identogo.com/workflows/14ZGQT>
 - b. Call MorphoTrust/IDEMIA at 877-472-6915
- ⇒ Whichever way you choose, use the service code from this table:
APPLICANT FOR SERVICE CODE Certification 14ZGQT
- ⇒ Follow all instructions and make payment as necessary, the total fingerprint fee is \$102.50.
- ⇒ If you have any questions, please contact the NYSED Fingerprint Helpdesk, ospra@nysed.gov or call (518) 473-2998.

How to access your fingerprint clearance in TEACH

- Once you have completed the fingerprinting process you will see the statement “Your DCJS and FBI results have been received” in your TEACH account.
- All public schools have access to the TEACH system and can access your account if you choose to provide them with your social security number.