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 $102.00 (effective as of July 1, 2020)
⇒ 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 **$102.00**.

ENTITY	FEE
DCJS	$75.00
FBI	$13.25
MorphoTrust/IDEMIA	$13.75
Total	$102.00

⇒ 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.