

Need Your Fingerprints Within 48 hours?

If so, you may be electronically fingerprinted at:

SCOPE Education Services
100 Lawrence Avenue
Smithtown, NY 11787
631-881-9646

Teacher certification candidates are required to create a TEACH account online through New York State's TEACH web site: <http://www.highered.nysed.gov/tcert/teach/selfreg.htm>. After your account is created, apply for your fingerprinting application online (OSPRA 101) and pay the \$94.25 processing fee. Be sure to print your receipt (or Payment voucher if you chose to pay with a money order). You must have an email address-or access to an email address. You will then make an appointment with Jennifer Milillo at 631-881-9646. There is a fee of \$35.00 (check or money order) for the electronic fingerprints.

ELECTRONIC FINGERPRINTING INTRUCTIONS & CHECKLIST

- Register on Teach on-line and make payment for the New York State Education Department using a credit card.** (See enclosed options) www.highered.nysed.gov/tcert/teach and print out your receipt.
- Obtain money order/or check for **\$35.00** made payable to **SCOPE**. (List Name & Address in Purchaser box.)
- Call **Jennifer at 631-881-9646** to set up an appointment for rolling of fingerprints at SCOPE in Smithtown.
- Appointment made for** _____
- Arrive at appointment with **photo ID, printed receipt from on-line registration and check or money order for \$35.00.**
 - One photo ID (Driver's License or Passport.**
 - This completed check-off list**
 - On-line receipt**
 - Check/Money order for \$35.00 to SCOPE Education Services** (List Name & Address in Purchaser box.)