

Section IV Officials

TEACH/Fingerprinting Procedures

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 for New prospective officials: (If employed by a NYS School District skip to #6)

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/
Or – Scan QR Code



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 Identogo / MorphoTrust [877-472-6915], a statewide vendor managed system.

USE THIS LINK TO GET AN APPOINTMENT TO BE FINGERPRINTED:

NYSED link – <https://uenroll.identogo.com/workflows/14ZGR7>

Or – Scan QR Code



3. Once you hit continue, you will see the screen below come up:

14ZGR7 - New York Dept of Education – Employee

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- Schedule or Manage Appointment**
Schedule an in-person appointment or change an existing appointment.
- What do I need to bring to enrollment?**
Find out which documents you need to bring to the enrollment center to facilitate processing.
- Locate an Enrollment Center**
Locate and get directions to an enrollment center near you.
- Submit A Fingerprint Card by Mail**
Complete the pre-enrollment information necessary to submit a fingerprint card enrollment by mail.

4. Schedule your appointment

5. Once an official has been fingerprinted, the **Official's Affidavit Form and Identigo Receipt (if applicable)** must be submitted to: (See #7 below)
6. Prospective officials who are or were employed by a NYS School District and is already in the TEACH System, you only need to complete the **OSPRA 102** form submit to: (See #7 below)
7. Official may email this paperwork to Janet McWeeney in the Section IV Office mcweenej@dcmoboces.com; which will expedite the process. Or mail USPS to DCMO BOCES (ATTN: Randy Pryor, 6678 County Road 32, Norwich NY 13815) (applicants mail their own information to above).
8. After the **Official's Affidavit Form** is submitted to DCMO BOCES, clearance will be verified with NYSED TEACH System, and the official's name will be added to the database once NYSED Cleared.
9. 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 IV office for the contact information of the OSPRA office.
10. Any subsequent arrest notices, after an official has been cleared, will be sent from NYSED to the DCMO BOCES and the Section IV office who will send a letter to the Official and the President and Assignor. The official will be made **INACTIVE immediately**. Any official that is arrested is responsible for contacting the NYSED Office of School Personnel Review and Accountability at (518) 473-2998.