

Schoharie Central School

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IN THE PURSUIT OF EXCELLENCE

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To: Applicants and New Employees
From: Brian D. Sherman, Superintendent of Schools
Subject: Fingerprinting Requirements - UPDATE
Date: September 20, 2010

New York State law requires that the Office of School Personnel Review and Accountability conduct fingerprint supported criminal history background checks for applicants for certification and all prospective employees of school districts, charter schools and BOCES. As a result, applicants for employment, including substitutes and coaches, are required to self-register, logon, apply for fingerprinting clearance, and make payments online through the NYS Education Department's TEACH system at www.highered.nysed.gov/tcert/teach/login.

As an applicant for a position in the school district, you are responsible for paying a fee of \$94.25 to the NYS Education Department (NYSED) for the fingerprinting background check. Credit card payments are expected at the time of self-registration on TEACH. Once you have registered with TEACH, you must print out the confirmation and bring it to a LIVESCAN location to have your fingerprints scanned. Please note that local LIVESCAN centers charge a \$28.00 service fee to all applicants. This fee can only be paid by money order or bank check, and should be made payable to the LIVESCAN service provider (Cobleskill-Richmondville CSD or Capital Region BOCES). At this time, cash, personal checks, and credit cards are not accepted methods of payment.

The nearest LIVESCAN location to Schoharie Central is at the Cobleskill-Richmondville Central School (CRCS) – District Offices (directions on the back). CRCS has office hours on Tuesdays and Thursdays, between the hours of 1:00pm and 3:00pm. Please call Sue Poulsen at 234-4032 ext. 2001 to schedule a specific appointment time.

If the CRCS location or times are inconvenient, Capital Region BOCES – School Support Services in Albany (directions on the back) also operates as a LIVESCAN location, Monday – Friday between the hours of 8:00am and 3:00pm. Applicants should schedule an appointment directly with Sally Loeper by calling 464-5120.

All fingerprinting applicants must bring two forms of identification (ID) to the LIVESCAN location. Acceptable forms of ID include: a valid Driver's License or Non-Driver ID, Passport, College ID, Social Security Card, Birth Certificate, or Military ID. All candidates must know their Social Security Number.

NOTE: Fingerprints previously obtained for the purposes of working at daycare facilities, providing foster care, obtaining pistol permits, etcetera, do not qualify as valid sources of clearance for schools. The NYS Education Department has their own system, which is not tied in with other agencies.

We thank you for your time and appreciate your efforts in complying with this process.

Directions to Cobleskill-Richmondville Central School

Applicants must sign in at the Golding Middle School Office on Golding Drive in Cobleskill. Applicants will then be directed to the District Office.

From the East

Take I-90 West to Exit 25A. Merge onto I-88 West. Take Exit 22 – Cobleskill and turn right onto State Route 145. Then turn left onto State Route 7. Travel approximately 3.5 miles. At the light, turn right onto State Route 10. At the flashing yellow light, turn left onto Elm Street. After 1/2 mile, turn right onto Golding Drive. Golding Middle School is located at the end of the road.

From the West

Take I-88 East to Exit 21 – Cobleskill and turn left onto Hite Road. Then turn right onto State Route 7. After 1/4 mile, turn left onto Warnerville Cut-Off Road. At the end of the road, turn right onto State Route 10. After 1 mile, turn left onto Golding Drive. Golding Middle School is located at the end of the road.

Directions to Capital Region BOCES in Albany

The Capital Region BOCES Central Administration offices are located at 900 Watervliet-Shaker Road, Suite 102, in Albany.

From the North

Take the Northway (I-87) to Exit 4. Turn left (this will require you merging right) at end of ramp onto Route 155 West (Wolf Road Ext). Turn right at next stoplight onto Route 155 West (Albany-Shaker Road), toward Albany International Airport (becomes Dalassandro Road until past the Airport then becomes Albany-Shaker Road again). Go to 3rd stoplight and turn left onto Watervliet-Shaker Road. Turn left onto South Family Drive (past stoplight at Airline Drive). Make an immediate right into the parking lot.

From the South

Take Thruway to Exit 24 - Northway (I-87). Take the Northway to Exit 4. At the end of the exit ramp, turn left onto Wolf Road. Go 1/2 block to light, turn left onto Albany-Shaker Road. Go west on Albany-Shaker Road (Route 155 West) toward Albany International Airport (becomes Dalassandro Road until past the Airport then becomes Albany-Shaker Road again). Go to 3rd stoplight and turn left onto Watervliet-Shaker Road. Turn left onto South Family Drive (past stoplight at Airline Drive). Make an immediate right into the parking lot.

From Route 7

Turn onto Albany-Shaker Road. Go to 3rd stoplight and turn right onto Watervliet-Shaker Road. Turn left onto South Family Drive. Make an immediate right into the parking lot.