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](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 INSTRUCTIONS & 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](http://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.)