

Fingerprinting Procedures for Section V Officials

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), have submitted a Fingerprint Request form to the Section V office, and are listed on the database as a cleared official.

1. Sports officials must first establish a TEACH account through the New York State Education Department's TEACH Online Services System.

Go to: <http://www.highered.nysed.gov/tcert/teach/>

2. Fingerprinting is done through MorphoTrust, a statewide vendor managed system. To find locations and schedule an appointment, go to: www.identogo.com and click on New York State on the map or call (877)472-6915.

3. The MorphoTrust system will ask for an ORI Number. NYSED uses a code (which is easier to remember) rather than a number. The NYSED code is: TEACH.

4. Once an official has been fingerprinted, or if the official is an employee of a NYS school district and has been fingerprinted for that position, a Fingerprint Request form needs to be submitted to the Section V office.

5. After the [Fingerprint Request form](#) is submitted to the Section V office ([Section V Athletics, Kathy Hoyt 131 Drumlin Ct, Newark, New York 14513](#)) clearance will be verified with Wayne-Finger Lakes BOCES, and the official's name will be added to the database. This list will be updated at least monthly, more often if possible.

6. If an official's fingerprint clearance is denied by the NYSED, that official will be suspended until the case is reviewed and the official is cleared.

7. Subsequent arrest notices will be sent from NYSED to the Wayne-Finger Lakes BOCES and to the official. Wayne-Finger Lakes BOCES will notify the official by certified letter, and will forward the notices to the Section V office. The official will be suspended immediately, pending investigation. Officials are responsible for contacting the NYSED Office of School Personnel Review and Accountability and the Wayne-Finger Lakes BOCES to resolve this situation.



Wayne-Finger Lakes BOCES Clearance for Employment Request Form

Instructions:

Please complete and sign below. This form authorizes the Wayne-Finger Lakes BOCES to request from the State Education Department a "Clearance of Employment" based on your fingerprints that were previously submitted to the Office of School Personnel Review and Accountability for employment in a public school system within the state of New York.

Please Print:

Name:	
Address:	
City:	
State/Zip:	
Date of Birth:	
SS#	

By signing below, I hereby authorize the Wayne-Finger Lakes Board of Cooperative Educational Services (BOCES) to request from the New York State Education Department Office of School Personnel Review and Accountability Department a "Clearance of Employment."

Signature	Date

<p>It is Wayne-Finger Lakes BOCES' policy to provide for and promote equal opportunity in education and employment. Wayne-Finger Lakes BOCES does not discriminate, in its programs and activities, against: (i) any student or any candidate for admission (or parent of any such student or candidate); (ii) any employee or applicant for employment; or (iii) any third party, on the basis of actual or perceived race, color, national origin, sex, disability, or age; and, it provides equal access to its facilities to the Boy Scouts and other designated youth groups. Further, Wayne-Finger Lakes BOCES does not discriminate on the basis of religion or creed, religious practice, ethnic group, weight, sexual orientation, gender, military status, genetic status, marital status, domestic violence victim status, criminal arrest or conviction record, or any other basis prohibited by state or federal non-discrimination laws, or unless based upon a bona fide occupational qualification or other exception. Inquiries regarding Wayne-Finger Lakes BOCES' non-discrimination policies and grievance procedures or Title IX should be directed to:</p>		
<p>Quinn M. Smith, Director of Human Resources Administrative Offices, Regional Support Center 131 Drumlin Court, Eisenhower Building Newark, NY 14513-1863 Telephone: (315) 332-7282 Email: Quinn.Smith@wflboces.org</p>		<p>U.S. Department of Education New York Office Office for Civil Rights 32 Old Slip, 26th Floor New York, NY 10005-2500 Telephone: (646) 428-3800 Email: OCR.NewYork@ed.gov</p>