



SECTION V ATHLETICS
Wayne-Finger Lakes BOCES
Clearance for Employment Request Form

Instructions:

Please complete and sign below. This form authorizes the Wayne-Finger Lakes BOCES to view fingerprint clearance status or 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: _____ SS#: _____

Mailing Address: _____ Date of Birth: _____

What sport are you planning to officiate?

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)

Please mail, email, or fax this form to:

Section V Athletics
Kathy Hoyt, Executive Director
Email: Kathy.hoyt@wflboces.org
131 Drumlin Court—Maple Bldg
Newark, NY 14513

Email form to Kathy's Assistant: susan.franceschi@wflboces.org OR Fax: 1-315-332-

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:

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



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

TEACH/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 and are listed on the database as a cleared official.

Steps:

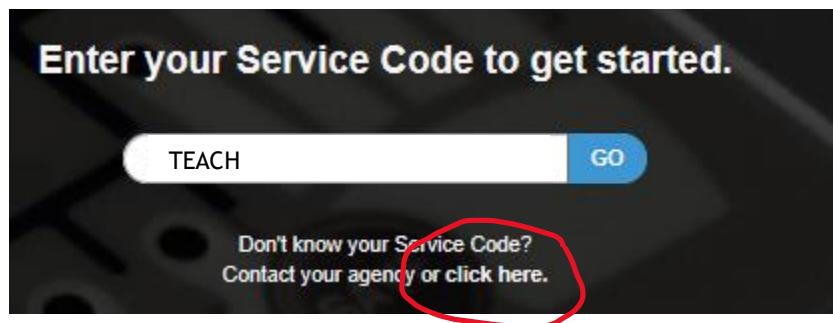
1. Sports officials must first establish a TEACH account through the New York State Education Department's TEACH Online Services System.

Click on the link or go to: www.highered.nysed.gov/tcert/teach/

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 MorphoTrust [(877) 472-6915], a statewide vendor managed system. To find locations and schedule an appointment, go to: www.identogo.com and click on Get Fingerprinted >State of New York >Digital Fingerprinting. The next screen is where you enter a code.

3. The MorphoTrust system will ask for a Service Code. NYSED uses a code (which is easier to remember) rather than a number. The NYSED code is: TEACH but it will not work!!



4. When you enter TEACH into the above screen, it does not work. **Click on the “click here” button below the TEACH box to proceed.**

5. The next screen will ask you for your state again (NY); your ORI Number (TEACH) and your reason for fingerprinting (EMPLOYEE APPLICANT). Once this info is submitted, you will get the following screen:

Your Service Code is 14ZGR7

6. Once you hit continue, you will get the following screen:

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.

7. Schedule your appointment 😊

8. 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 **Clearance for Employment Request Form** must be submitted to the Section V office (applicant mails or the organization sends them in one bunch).

9. After the **Clearance for Employment 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 once NYSED Cleared.

10. 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 V office for the contact information of the OSPRA office.

11. Any subsequent arrest notices, after an official has been cleared, will be sent from NYSED to the Wayne-Finger Lakes BOCES and 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 made **INACTIVE immediately**. Any official that is arrested is responsible for contacting both the NYSED Office of School Personnel Review and Accountability at (518) 473-2998 as well as the Assistant Superintendent of Wayne-Finger Lakes BOCES at (315) 332-7428 to resolve the situation prior to any more contests being assigned.