



OSPRA 106 (06/08)

**Non-Public and Private School
Fingerprinting Option Form**

Type or Print All Information

**Office of School Personnel Review and
Accountability**

NYS Education Department

ph: (518) 473-2998
www.highered.nysed.gov/tcert/ospra
OSPRA@mail.nysed.gov

Instructions to Chief School Officers of Non-public and Private Schools

Chapter 180 of the Laws of 2000 ("SAVE") mandated fingerprint supported criminal history background checks for applicants for certification and prospective employees of public schools, charter schools and BOCES. Chapter 630 of the Laws of 2006 expanded SAVE to authorize non-public and private schools to mandate fingerprint supported criminal history background checks for their prospective employees with direct student contact (Education Law §305(30)(a)). Each non-public and private school that chooses to mandate fingerprinting for such prospective employees must require fingerprinting for all such prospective employees.

Chapter 630 of the Laws of 2006 makes no provision for non-public and private schools to cease fingerprinting prospective employees. Non-public and private schools should carefully consider the implications of requiring prospective employees to undergo a fingerprint supported criminal history background check before signing this form. Questions or concerns about this form or requiring prospective employees to be fingerprinted should be discussed with your school attorney.

Please complete Section 1, make a selection in Section 2, sign your name and have your signature notarized.

SECTION 1

Non-Public or Private School Name:	Chief School Officer Name:
Address Line 1:	Chief School Officer E-mail Address:
Address Line 2:	Telephone: (Area Code and Number)
City, State, Zip:	Fax: (Area Code and Number)

SECTION 2

I certify that the above named school is electing to have **all** prospective employees who have direct contact with students fingerprinted pursuant to Education Law §305 (30)(a). I understand that:

- the Education Department will issue a Clearance or Denial of Clearance for Employment for each such employee;
- a Clearance for Employment does not mean that the prospective employee must be hired; it simply means that such individual is "employable" and that the final hiring decision is in the discretion of the school, consistent with other state and federal laws;
- a Denial of Clearance for Employment means the prospective employee can not be offered employment in the requested position unless the Denial of Clearance is successfully appealed or otherwise overturned; and
- the law currently makes no provision for non-public and private schools to cease fingerprinting prospective employees.

I request access to TEACH online services with fingerprint information.

I certify that the above named school is electing to not conduct fingerprint supported criminal background checks on prospective employees at this time. I understand that:

- I may at any time change this designation; and
- I can not require fingerprint supported criminal history background checks pursuant to Education Law 305 (30)(a) unless I change this designation.

I request access to TEACH online services with no fingerprint information.

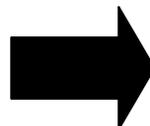
Signature:	Title:	Date:
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State of _____ County of _____

On the ____ day of _____ in the year _____ before me, the undersigned, personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he or she executed the same in his or her capacity, and that by his or her signature on the instrument, the individual executed the instrument.

Affix Stamp _____
Notary Public

Mail completed form to:



**Office of Teaching Initiatives
ATTN: TEACH ACCOUNT
89 Washington Ave, Rm 5N
Albany, NY 12234**