



# School Employer Fingerprinting Manual and Screen Shots

(March 18, 2009)

Office of School Personnel Review and Accountability  
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**School Employer Homepage**

School employers should submit fingerprint applications on behalf of prospective non-pedagogical employees. Certified individuals should be directed to create their own account on TEACH and to file their own online fingerprint application.

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Schools need to enter an individual's SSN to see if applicant already has a fingerprint application on file with OSPRA, then click search.

### Fingerprint Person Search

SSN :  -  -

#### Search Results

	SSN	Name	DOB
--	-----	------	-----



### Fingerprint Person Search

SSN :  -  -

Select this button if applicant is not found (this means the applicant does not have a profile or a fingerprint application on file with OSPRA).

#### Search Results

SSN	Name	DOB
No Results Found		

Schools need to enter the information on this screen to complete the applicant's profile in TEACH.

### Create Profile

The information on this screen is collected once and will be used to create the application profile in the Education Department's database. This basic information is needed for all applications. The name and address on this screen will be used for all correspondence, certificates, and clearances for employment.

**Personal Information**

Prefix :	<input type="text" value="----Select----"/>	*First Name :	<input type="text"/>
*Last Name :	<input type="text"/>	Suffix :	<input type="text" value="----Select----"/>
MI :	<input type="text"/>	Gender :	<input type="text" value="----Select----"/>
Maiden Name :	<input type="text"/>	*SSN :	<input type="text"/> - <input type="text"/> - <input type="text"/>
*Date of Birth :	<input type="text"/> <input type="text"/> <input type="text"/> (mm/dd/yyyy)		

**Contact Information**

<input checked="" type="radio"/> <b>United States Mailing Address</b>	<input type="radio"/> <b>International Mailing Address</b>
*Street Address : <input type="text"/>	*Address 1 : <input type="text"/>
Apt. : <input type="text"/>	Address 2 : <input type="text"/>
*Zip Code : <input type="text"/>	*City : <input type="text"/>
*City : <input type="text" value="----Select----"/>	State/Province : <input type="text"/>
*State/Province : <input type="text" value="----Select----"/>	*Country : <input type="text" value="----Select----"/>
Home Phone : <input type="text"/> - <input type="text"/> - <input type="text"/>	*Foreign Postal Code : <input type="text"/>
Work Phone : <input type="text"/> - <input type="text"/> - <input type="text"/>	

Create Profile - Microsoft Internet Explorer

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Address United States Mailing Address International Mailing

\*Street Address :   
Apt. :   
\*Zip Code :   
\*City :   
\*State/Province :   
Home Phone :  -  -   
Work Phone :  -  -

\*Address 1 :   
Address 2 :   
\*City :   
State/Province :   
\*Country :   
\*Foreign Postal Code :

**Resident Status**

I am a citizen or a permanent resident of the United States  
 I am NOT a citizen or a permanent resident of the United States

**Preferences**

Check this box if you would like the Office of Teaching to communicate with you via email (unless a physical document is required)  
Email Address :

Please verify all information is correct before submitting. All information that you provide on this screen except Social Security Number will be considered public information. Contact information may be updated once the profile has been created.  
Required fields are marked with an asterisk (\*)

Cancel Submit

Schools should check the resident status, if known. Schools should also enter the individual's email address, if known. **DO NOT** enter the school's email address on this screen.

Verify/Update Profile - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address  Go Links >>

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### Verify/Update Profile

To add or edit the information below, click the corresponding edit button. If you do not need to make any changes click the Next button.

**Personal Information**

Name :	GOODY TWOSHoes	SSN :	864-86-4864
Date of Birth :	01/01/1950	Gender :	
Email :		Address :	15 Main Street ROESSLEVILLE NY, 12205
Home Phone :			
Work Phone :			
US Citizen :			

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Select this button if any information displayed on this screen is inaccurate.

Schools must complete all fields on this page to successfully enter a fingerprint application. Error messages will appear at the top of the page if a field is left blank.

Step 1 -  
Verify/Update  
Profile

Step 2 -  
Complete the  
Fingerprinting  
Application

Step 3 - Sign  
the Consent

Step 4 - Make  
Payment

### Fingerprinting Application

If the individual has been fingerprinted by the New York City Dept of Education ("NYCDOE") after July 1, 1990, they do not need to be fingerprinted again. They may satisfy the fingerprinting requirement for employment and/or certification by having the NYCDOE forward their fingerprint information to OSPRA by completing the OSPRA 104 form and sending it to the NYCDOE at the address provided on the form. There is no fee for this service.

#### Personal Information

Name :	GOODY TWOSHOES	SSN :	864-86-4864
Date of Birth :	01/01/1950	Gender :	Female
Maiden Name :		Suffix :	
Prefix :			
Country of Birth :	UNITED STATES OF AMERICA		
* State of Birth :	NEW YORK		
* Height :	- 5 ft - 3 in.	* Weight :	150 lbs.
* Eye Color :	Green	* Hair Color :	Black
* Ethnicity :	Native American		

#### Reason for Fingerprinting

\* Please choose one of the following:

- Employment
- Teacher Certification
- Employment and Teacher Certification

Cancel Submit

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### Employment Profile

**\*Important Notice:** If you are the school employer, you must identify the position and who is paying the fingerprint fee before you click the "next" button. If you are not the school employer, please select who is paying the fingerprint fee before you click the "next" button. You should leave the position blank.

**Employment Information**

Prospective Employer Name :  
SED Institution ID :  
School District Federal Tax ID :

**Employer Details :**

Superintendent's Name :  
Street Address :  
Country :  
State :  
City :  
Zip Code :  
Phone Number :

Title of position of Prospective Employee :

Identify who is paying the fingerprinting fee :

Previous Next

The important notice at the top is self-explanatory.

- LIVESCAN locations (BOCES, etc.) should **NOT** complete this field unless they are the employer.
- School employers **must** complete this field to receive clearance information.
- School employers that do not complete this page will **NOT** receive clearance information, unless they request clearance from the TEACH Homepage.

This is a mandatory field.

Teach System - Microsoft Internet Explorer

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Applicant: GOODY TWOSHOES SSN:XXX-XX-4864

### School Responsibilities

\*  - By checking this box, you are verifying that:

- you have given a copy of the Consent Form or OSPRA 101 Form to the applicant;
- the applicant has signed the Consent Form or OSPRA 101 Form;
- you have retained the original Consent Form or OSPRA 101 Form on behalf of SED for three years

### Applicant Fingerprinting Consent Form

#### Fingerprinting Consent Form

- I have read "Fingerprinting Information and Instructions" (OSPRA 100) issued by the State Education Department and understand that the Commissioner of Education is required by law and regulation to request a fingerprint-supported criminal history record from the Division of Criminal Justice Services (DCJS) and the Federal Bureau of Investigation (FBI). The Commissioner is authorized to review such information for the purposes of issuing a clearance for employment or the certificate for which I have applied.
- I have been informed of the procedures and my right to obtain, review and challenge the accuracy and completeness, where appropriate, of my criminal history information pursuant to regulations and procedures established by DCJS and the FBI.
- I understand that I have the right to withdraw my application for employment, without prejudice, any time before employment is offered or declined.
- I understand that I may submit to the Commissioner any information that may be relevant to the consideration of my application including, where applicable, information in

- This page is the consent form. The person completing this page must print this page, have the applicant sign it and then keep this page on file for 3 years.
- The checkbox is mandatory.

Teach System - Microsoft Internet Explorer

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Address

Go Links

### Fingerprinting Consent Form

- I have read "Fingerprinting Information and Instructions" (OSPRA 100) issued by the State Education Department and understand that the Commissioner of Education is required by law and regulation to request a fingerprint-supported criminal history record from the Division of Criminal Justice Services (DCJS) and the Federal Bureau of Investigation (FBI). The Commissioner is authorized to review such information for the purposes of issuing a clearance for employment or the certificate for which I have applied.
- I have been informed of the procedures and my right to obtain, review and challenge the accuracy and completeness, where appropriate, of my criminal history information pursuant to regulations and procedures established by DCJS and the FBI.
- I understand that I have the right to withdraw my application for employment, without prejudice, any time before employment is offered or declined.
- I understand that I may submit to the Commissioner any information that may be relevant to the consideration of my application including, where applicable, information in regard to good conduct and rehabilitation.
- I have been advised that the criminal history record forwarded to the Commissioner by DCJS and the FBI shall be confidential pursuant to the applicable federal and state laws, rules and regulations and shall not be published or in any way disclosed to persons other than the Commissioner unless otherwise authorized by law. I understand, however, that certain information regarding subsequent arrest notifications received by the Commissioner shall be forwarded to my school employer.
- I understand that the fee for DCJS and the FBI to conduct a fingerprint supported criminal history background check is established by law. I can apply for a "fee waiver" from my prospective employer if such fee would cause an unreasonable financial hardship. In order for the Commissioner to process my application, my prospective employer or I must submit the required fee.
- I have been informed of my right to request that my fingerprints be destroyed when I am no longer employed at a school for which fingerprinting is required. I also understand that in the event my employment is terminated and I have not become employed in another school for which fingerprinting is required within twelve months of such termination, the Commissioner shall notify DCJS of such termination and the record of my fingerprints for the purpose of employment shall be destroyed.

I have read this consent form and hereby authorize and consent for the Commissioner of Education to use my fingerprints to secure my criminal history record from DCJS and the FBI. I declare and affirm that the fingerprints submitted are my own, and that the information I have provided as part of this application process is true, complete and accurate. I do authorize NYSED to obtain and review criminal records, including arrests, and dispositions as part of their background investigation of my suitability for employment.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

Print Previous Next

Remainder of the consent form.

Make Payment - Microsoft Internet Explorer

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Address

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**Make Payment**

Choose a Payment Option

You **must** have access to a printer to complete the payment process.

Fingerprinting Application

Total Amount Due \$ 94.25 USD

If you have a printer, please make a selection to continue.

- > [Pay Online with a Credit Card](#)
- > [Mail in a Certified or School Check or Money Order](#)

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Choose a payment and fingerprinting option:

**Credit Card:**

- **LIVESCAN:** By selecting the credit card payment option, the applicant can have their fingerprints immediately scanned at a LIVESCAN location.
- **Inked Fingerprint Cards:** When paying by credit card, the applicant may also mail in inked fingerprint cards. Print a copy of the credit card payment confirmation after completion of a credit card payment and follow the instructions for submission of inked fingerprints.

**Certified check, school check, or money order:**

- **LIVESCAN:** By selecting the check payment, the applicant will have to wait until OSPRA processes the applicant's payment before he or she can get fingerprinted at a LIVESCAN location.
- **Inked Fingerprint Cards:** When paying by check, the applicant may also mail in inked fingerprint cards. Print a copy of the payment coupon and follow the instructions for submission of inked fingerprints.

**Tip:**

**For faster fingerprint processing, pay by credit card and have fingerprints scanned at a LIVESCAN location.**

### Enter Credit Card Information

#### Personal Information

Name :

SSN :

Date of Birth :

Gender :

#### Fingerprinting Application

Total Amount Due: \$94.25 USD

#### Credit Card Information

Please check your statement for accuracy to avoid delays in processing your application(s).

\*Card Type :

---Select---

\*Account Number :

\*Expiration Date :

--Select Month--

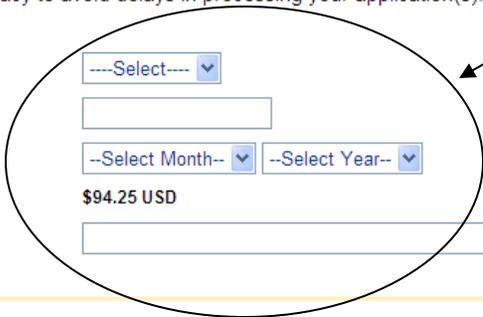
--Select Year--

\*Amount :

\$94.25 USD

\*Name on Card :

Complete the credit card information.



#### Please note

- Your credit card information will not be stored by the New York State Education Department and will only be used to process this transaction.
- You will be required to enter your credit card information again for future transactions.
- Please click the submit button only once to submit your credit card transaction.

## Payment Confirmation

**Credit Card Payment Confirmation:**  
Print two copies. Choose LIVESCAN or  
Inked Fingerprint Cards and follow the  
instructions.

The Payment Information for this Transaction is as follows

Receipt # :	006799
Amount :	\$94.25 USD
Payment Made To :	NY State Education Department

**Instructions: Print two copies of this payment confirmation and choose one of the options below to complete the fingerprinting application process.**

### LIVESCAN (Digital fingerprints)

- Go to the TEACH homepage, select "Account Information" and highlight "Fingerprinting." When the message says "Your fingerprint application and payment are on file with OSPRA. Fingerprint processing can begin once your fingerprint images (LIVESCAN or cards) are received by OSPRA. If you already sent your fingerprints, no further information is necessary." it means that OSPRA has received and processed your payment.
- Bring the payment confirmation to an approved LIVESCAN station to get your fingerprints taken and sent to OSPRA digitally.

### Inked Fingerprint Cards

- Fill out the top portion of the fingerprint cards **completely** in accordance with the [sample fingerprint card](#). Blank fingerprint cards are available at your local school district, charter school, BOCES and colleges with teacher preparation programs. Fingerprint cards are also available by contacting OSPRA [ospira@mail.nysed.gov](mailto:ospira@mail.nysed.gov).
- Take the completed fingerprint cards to the fingerprint location to get fingerprinted. Get fingerprinted. Sign the fingerprint card.
- Mail a copy of the payment confirmation, the fee for the amount due and the completed fingerprint cards to OSPRA at:

**Fingerprint Processing**  
NYS Education Department  
PO Box 7352  
Albany, NY 12224

Receipt # : 006799  
Amount : \$94.25 USD  
Payment Made To : NY State Education Department

**Remainder of Credit Card  
Payment Confirmation**

**Instructions: Print two copies of this payment confirmation and choose one of the options below to complete the fingerprinting application process.**

**LIVESCAN (Digital fingerprints)**

- Go to the TEACH homepage, select "Account Information" and highlight "Fingerprinting." When the message says "Your fingerprint application and payment are on file with OSPRA. Fingerprint processing can begin once your fingerprint images (LIVESCAN or cards) are received by OSPRA. If you already sent your fingerprints, no further information is necessary." it means that OSPRA has received and processed your payment.
- Bring the payment confirmation to an approved LIVESCAN station to get your fingerprints taken and sent to OSPRA digitally.

**Inked Fingerprint Cards**

- Fill out the top portion of the fingerprint cards **completely** in accordance with the [sample fingerprint card](#). Blank fingerprint cards are available at your local school district, charter school, BOCES and colleges with teacher preparation programs. Fingerprint cards are also available by contacting OSPRA [ospira@mail.nysed.gov](mailto:ospira@mail.nysed.gov).
- Take the completed fingerprint cards to the fingerprint location to get fingerprinted. Get fingerprinted. Sign the fingerprint card.
- Mail a copy of the payment confirmation, the fee for the amount due and the completed fingerprint cards to OSPRA at:

**Fingerprint Processing  
NYS Education Department  
PO Box 7352  
Albany, NY 12224**

- Your application will not be complete until we receive your payment confirmation and your completed fingerprint cards.

Please print this page for your records.

Print

Done

Fingerprint Payment Coupon - Microsoft Internet Explorer

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### Fingerprint Payment Coupon

Application # :	488756	Amount Enclosed :	\$ <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/>
Last Name :	TWOSHUES	Amount Due :	\$94.25 USD
First Name :	GOODY	Address :	15 Main Street, ROESSLEVILLE, NEW YORK, UNITED STATES OF AMERICA, 12205
Application Date :	08/12/2008	Application Type :	F

**Instructions:**

- Print two copies of this payment coupon. Get a bank check, certified check, money order or employer check for the full amount due (from the payment coupon) payable to the New York State Education Department. Payment must be in U.S. dollars drawn on a U.S. bank. Personal checks are not accepted.
- Write your social security number or application number (from the payment coupon) on your check.
- Choose one of the options below to complete the fingerprinting application process.

**LIVESCAN (Digital fingerprints)**

- Write the word "LIVESCAN" on your payment coupon
- Mail your fingerprint payment coupon and your fee to the address on this form.
- Go to the TEACH homepage, select "Account Information" and highlight "Fingerprinting." When the message says "Your fingerprint application and payment are on file with OSPRA. Fingerprint processing can begin once your fingerprint images (LIVESCAN or cards) are received by OSPRA. If you already sent your fingerprints, no further information is necessary." it means that OSPRA has received and processed your payment coupon and fee.
- Bring the payment coupon to an approved LIVESCAN station to get your fingerprints taken and sent to OSPRA digitally.

**Inked Fingerprint Cards**

- Fill out the top portion of the fingerprint cards completely in accordance with the [sample fingerprint card](#). Blank fingerprint cards are available at your local school district, charter school, BOCES and colleges with teacher preparation programs. Fingerprint cards are also available by contacting OSPRA [ospira@mail.nysed.gov](mailto:ospira@mail.nysed.gov).
- Take the completed fingerprint cards to the fingerprint location to get fingerprinted. Get fingerprinted. Sign the fingerprint card.
- Mail a copy of the payment coupon, the fee for the amount due and the completed fingerprint cards to OSPRA at:

**Fingerprint Payment Coupon:**  
 Print two copies. Get a bank check, certified check, money order or employer check. Write your social security number or application number on the check. Choose LIVESCAN or Inked Fingerprint Cards and follow the instructions.

Fingerprint Payment Coupon - Microsoft Internet Explorer

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## Remainder of Fingerprint Payment Coupon

**Instructions:**

- Print two copies of this payment coupon. Get a bank check, certified check, money order or employer check for the full amount due (from the payment coupon) payable to the New York State Education Department. Payment must be in U.S. dollars drawn on a U.S. bank. Personal checks are not accepted.
- Write your social security number or application number (from the payment coupon) on your check.
- Choose one of the options below to complete the fingerprinting application process.

**LIVESCAN (Digital fingerprints)**

- Write the word "LIVESCAN" on your payment coupon
- Mail your fingerprint payment coupon and your fee to the address on this form.
- Go to the TEACH homepage, select "Account Information" and highlight "Fingerprinting." When the message says "Your fingerprint application and payment are on file with OSPRA. Fingerprint processing can begin once your fingerprint images (LIVESCAN or cards) are received by OSPRA. If you already sent your fingerprints, no further information is necessary." it means that OSPRA has received and processed your payment coupon and fee.
- Bring the payment coupon to an approved LIVESCAN station to get your fingerprints taken and sent to OSPRA digitally.

**Inked Fingerprint Cards**

- Fill out the top portion of the fingerprint cards completely in accordance with the [sample fingerprint card](#). Blank fingerprint cards are available at your local school district, charter school, BOCES and colleges with teacher preparation programs. Fingerprint cards are also available by contacting OSPRA [ospira@mail.nysed.gov](mailto:ospira@mail.nysed.gov).
- Take the completed fingerprint cards to the fingerprint location to get fingerprinted. Get fingerprinted. Sign the fingerprint card.
- Mail a copy of the payment coupon, the fee for the amount due and the completed fingerprint cards to OSPRA at:

**Fingerprint Processing**

**NYS Education Department**

**PO Box 7352 Albany, NY 12224**

- Your application will not be complete until we receive your payment, payment coupon and your completed fingerprint cards.

Print Done

### Fingerprint Person Search

SSN :  -  -

This screen indicates that the person searched for has a profile in TEACH, but not necessarily a fingerprint application.

Page : 1

#### Search Results

	SSN	Name	DOB
<input type="radio"/>	867-86-7867	Action Jackson	01/01/1950

### Verify/Update Profile

To add or edit the information below, click the corresponding edit button. If you do not need to make any changes click the N

Schools may edit the applicant's profile information.

#### Personal Information

Name :	ACTION JACKSON	SSN :	867-86-7867
Date of Birth :	01/01/1950	Gender :	
Email :		Address :	15 Main Street ALBANY NY, 12205
Home Phone :			
Work Phone :			
US Citizen :			

Edit Personal Info.

Previous Next

- Step 1 - Verify/Update Profile
- Step 2 - Complete the Fingerprinting Application**
- Step 3 - Sign the Consent
- Step 4 - Make Payment

### Fingerprinting Application

If the individual has been fingerprinted by the New York City Dept of Education, they may satisfy the fingerprinting requirement for employment by completing the OSPRA 104 form and sending it to the Department. There is no fee for this service.

Schools can now complete the fingerprint application. See page 8-16 for the remainder of the application process.

#### Personal Information

Name :	ACTION JACKSON	SSN :	867-86-7867
Date of Birth :	01/01/1950	Gender :	----Select----
Maiden Name :		Suffix :	
Prefix :		Country of Birth :	UNITED STATES OF AMERICA
* State of Birth :	NEW YORK	* Height :	- Select - 0 in.
* Eye Color :	----Select----	* Weight :	0 lbs.
* Ethnicity :	----Select----	* Hair Color :	----Select----

#### Reason for Fingerprinting

- \* Please choose one of the following:
- Employment
  - Teacher Certification
  - Employment and Teacher Certification



### Fingerprint Person Search

SSN :  -  -

This screen indicates that the person searched for has a profile in TEACH, but not necessarily a fingerprint application.

Page : 1

#### Search Results

	SSN	Name	DOB
<input type="radio"/>	865-86-5865	Sammy Jones	01/01/1950

### Verify/Update Profile

Schools may edit the profile

To add or edit the information below, click the corresponding edit button. If you do not need to make any changes click the next button.

#### Personal Information

Name :	SAMMY JONES	SSN :	865-86-5865
Date of Birth :	01/01/1950	Gender :	Male
Email :		Address :	15 Main St ALBANY NY, 12205
Home Phone :			
Work Phone :			
US Citizen :			

Edit Personal Info.

Previous

Next

Please review and correct the following errors on this page:

- A request for fingerprinting check from you already exists in our file and is under process

This message indicates that a fingerprinting application is already being processed. Schools may enter a clearance request to determine the status of the fingerprint application.

### Verify/Update Profile

To add or edit the information below, click the corresponding edit button. If you do not need to make any changes, click the cancel button.

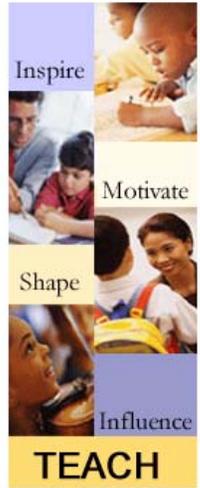
#### Personal Information

Name :	SAMMY JONES	SSN :	865-86-5865
Date of Birth :	01/01/1950	Gender :	Male
Email :		Address :	15 Main St ALBANY NY, 12205
Home Phone :			
Work Phone :			
US Citizen :			

Edit Personal Info.

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- [View Fingerprinting Clearance Status](#)
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▶ **Professional Development**

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School Employer Homepage

Schools can now pay for fingerprint applications for anyone they have entered a clearance request for (even if the person completed their own online fingerprint application and selected pay with a money order or check).

### OSPRA Payment Management for SD/BOCES

Institution: **QUESTAR III BOCES (R-C-G)**

Current User: **SDUSER1**

Identifier

Schools should select the application they want to pay for.

	SSN	First Name	Last Name	Request Date	Submitted By	Amount Due
<input checked="" type="radio"/>	123553333	ROBERT	CANO	04/29/2008	SEVANS1	\$94.25
<input type="radio"/>	657657657	SAM	APPLICANT	06/26/2008	SDUSER1	\$94.25
<input type="radio"/>	526526526	FUNNY	MONEY	06/03/2008	SDUSER1	\$94.25

Submit Done

Make Payment - Microsoft Internet Explorer

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## Make Payment

Choose a Payment Option

You **must** have access to a printer to complete the payment process.

Fingerprinting Application

---

Total Amount Due    \$ 94.25 USD

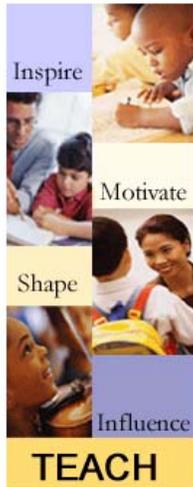
If you have a printer, please make a selection to continue.

- > [Pay Online with a Credit Card](#)
- > [Mail in a Certified or School Check or Money Order](#)

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Schools are brought to the payment screen where they can choose the credit card or check option. See pages 11-14 & 15-16.



### TEACH Home

#### ▶ Fingerprinting Links

- [Enter Fingerprint Application on Behalf of Applicant](#)
- [View Fingerprinting Clearance Status](#)
- [Request Clearance](#)
- [Enter Hire/Termination Dates](#)
- [Pay for Fingerprint Applications](#)

#### ▶ Inquiry Links

- [Account Information](#)

#### ▶ Online Application

- [Enter Superintendent statement](#)

#### ▶ Professional Development

- [Report Professional Development Hours](#)
- [Enter Professional Dev. Batch Data](#)
- [Professional Development Report](#)

#### ▶ Report Links

- [View Reports](#)

#### ▶ Retiree Links

- [Enter a Retirement Waiver Statement](#)

To request Clearance for Employment please select this link.

### Search for Person

Enter the SSN and select Search

Choose option and enter information

Enter SSN:

 -  - 

### Search Results

SSN	First Name	M.I.	Last Name	Date of Birth
-----	------------	------	-----------	---------------

### Search for Person

Choose option and enter information

Enter SSN:

817 - 81 - 7817

Search Clear

Click the radio button and select Edit

Page: 1

### Search Results

	SSN	First Name	M.I.	Last Name	Date of Birth	
<input checked="" type="radio"/>	817-81-7817	Best		Teacher	01/01/1950	Cancel Edit

Employment Profile - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites

Address Go Links

NEW YORK STATE EDUCATION DEPARTMENT  
Office of Teaching Initiatives

[TEACH Home](#) | [Search Certification Requirements](#) | [Logout](#)

### Employment Profile

**Personal Information**

Name :	SAMMY JONES	SSN :	865-86-5865
Date of Birth :	01/01/1950	Gender :	<b>Male</b>

I am requesting job clearance for this individual

Cancel Submit

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Click the radio button and select submit.

Employment Profile - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail Stop

Address Go Links

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**Personal Information**

Name :	SAMMY JONES	SSN :	865-86-5865
Date of Birth :	01/01/1950	Gender :	Male

---

I am requesting job clearance for this individual

**Employment Information**

Prospective Employer Name :  
SED Institution ID :  
School District Federal Tax ID :

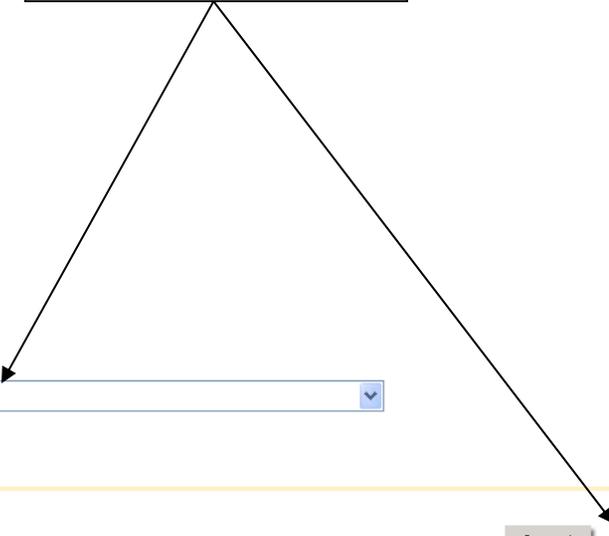
**Employer Details :**

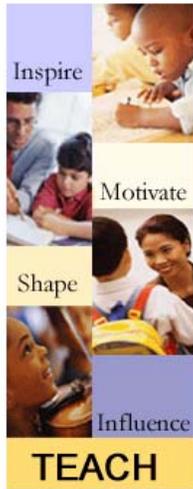
Superintendent's Name :  
Street Address :  
Country :  
State :  
City :  
Zip Code :  
Phone Number :

Title of position of Prospective Employee :

Fingerprinting Contact Person :  
Contact Phone :

Schools must identify the position the prospective employee will be placed in, then select Submit.





## TEACH Home

### ▶ Fingerprinting Links

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- [View Fingerprinting Clearance Status](#)
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- [Enter Hire/Termination Dates](#)
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### ▶ Inquiry Links

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### ▶ Online Application

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### ▶ Professional Development

- [Report Professional Development Hours](#)
- [Enter Professional Dev. Batch Data](#)
- [Professional Development Report](#)

### ▶ Report Links

- [View Reports](#)

### ▶ Retiree Links

- [Enter a Retirement Waiver Statement](#)

To view the status of a fingerprint application or a clearance request, select [View Fingerprinting Clearance Status](#)

### Fingerprinting Status Search

Employer Name/School District :

To view the current status of fingerprint request for all individuals for whom a clearance request e status for an individual enter SSN or name information and click Search.

#### Applicant Information

Search for Conditional Clearances Only (**Please Note:** A Conditional Clearance is only an interim clearance. Schools **MUST** ensure that all employees displayed below have submitted the necessary information to complete the FBI fingerprint process. If you have any questions, please contact OSPRA.)

Search for all individuals

SSN :  -  -

Personal Information (Please do not include prefixes or suffixes as part of the name search)

Last Name :

First Name:

MI :

Schools must select the appropriate radio button and then select search.

- School employers may view the status of a fingerprint application or a clearance request for anyone whom they have requested clearance for.
- Schools may choose to search for a particular individual by name or SSN or for all individuals.
- Schools should select **Search for Conditional Clearances Only** to monitor any employees who are working with a conditional clearance. Schools are required to ensure that their employees complete the fingerprint process.

Internet Explorer

https://eservice

File Edit View F

Back

Search Favorites

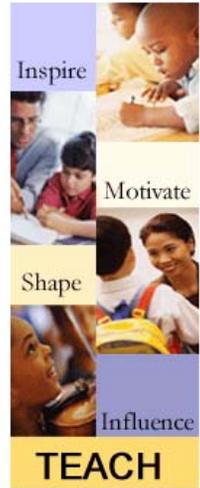
\* The TEACH system only reflects Subsequent Arrest information for notices issued after 3/13/2006.

SSN	Last Name	First Name	MI	DOB	Subsequent Arrest Notice issued? (*)	Status Date	Position	Employment Request Status	OSPRA-101 Status	Name History
	BOWMAN					03/13/2009	Administrator (Superintendent, Principal, School Business Official)	<a href="#">Full Clearance</a>	We have received your fingerprint information from NYC	
	DSDFAKLLSDFKKI						Teaching Assistant	We are unable to process your request for clearance because the fingerprint application has not been completely processed. Please see the OSPRA 101 Status message for further information.	Your fingerprint application and payment are on file with OSPRA. Fingerprint processing can begin once your fingerprint images (LIVESCAN or cards) are received by OSPRA. If you already sent your fingerprints, no further information is necessary.	
	MURRAY					03/13/2009	Coach	<a href="#">Full Clearance</a>	We have received your fingerprint information from NYC	
	STEINBERG					11/05/2008	Tutor	<a href="#">Full Clearance</a>	Your DCJS and FBI results have been received.	<a href="#">View Name History</a>
								We are unable to process your request for clearance because the		

If OSPRA has sent you a subsequent arrest notice after a Full Clearance has been issued, this column will indicate a "Yes."

School clearance request status is here (See Appendix B for a full explanation of status messages)

Fingerprint application processing status is here (See Appendix A for a full explanation of status messages)



**TEACH Home**

- ▶ **Fingerprinting Links**
  - [Enter Fingerprint Application on Behalf of Applicant](#)
  - [View Fingerprinting Clearance Status](#)
  - [Request Clearance](#)
  - [Enter Hire/Termination Dates](#)
  - [Pay for Fingerprint Applications](#)

- ▶ **Inquiry Links**
  - [Account Information](#)

- ▶ **Online Application**
  - [Enter Superintendent statement](#)

- ▶ **Professional Development**
  - [Report Professional Development Hours](#)
  - [Enter Professional Dev. Batch Data](#)
  - [Professional Development Report](#)

- ▶ **Report Links**
  - [View Reports](#)

- ▶ **Retiree Links**
  - [Enter a Retirement Waiver Statement](#)

School Employers may select Account Information to view limited fingerprinting information and ascertain whether the individual has a fingerprinting application on file with OSPRA

Teach System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address  Go Links >>

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[TEACH Home](#) | [Search Certification Requirements](#) | [Logout](#)

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**Account Information**

Name :	GOODY TWOSHoes	SSN :	
Date of Birth :	01/01/1950	Gender :	
Address :	15 Main Street ROESSLEVILLE, NY 12205		

Select information you want to view:  
*To view more than one category, press CTRL while clicking each category you want to see, then click the "Go" button.*

- Education
- Work Experience
- Certificates
- Fingerprinting
- Test Scores
- Workshops
- Superintendent Statements
- College Recommendations

The fingerprinting message in Account Information is the same message that school employers' see when they click View Fingerprint Clearance Status from the TEACH Home page and view the message in the OSPRA 101 Status column. For a full explanation of the message, please see Appendix A.

**Fingerprint Information**

Your fingerprint application and payment are on file with OSPRA. Fingerprint processing can begin once your fingerprint images (LIVESCAN or cards) are received by OSPRA. If you already sent your fingerprints, no further information is necessary.

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### TEACH Home

#### ▶ Fingerprinting Links

- [Enter Fingerprint Application on Behalf of Applicant](#)
- [View Fingerprinting Clearance Status](#)
- [Request Clearance](#)
- [Enter Hire/Termination Dates](#)
- [Pay for Fingerprint Applications](#)

#### ▶ Inquiry Links

- [Account Information](#)

#### ▶ Online Application

- [Enter Superintendent statement](#)

#### ▶ Professional Development

- [Report Professional Development Hours](#)
- [Enter Professional Dev. Batch Data](#)
- [Professional Development Report](#)

#### ▶ Report Links

- [View Reports](#)

#### ▶ Retiree Links

- [Enter a Retirement Waiver Statement](#)

School employers are required to enter hire and termination dates. Select this link to enter hire and termination dates.

Schools may choose to search for a particular individual by name or SSN or for all individuals. Click on the appropriate radio button and then click on search.

### Enter Hire/Termination Dates

Employer Name/School District : BOCES QUESTAR III (R-C G)

#### Applicant Information

- Search for all individuals
- SSN: [ ] - [ ] - [ ]
- Personal Information (Please do not include prefixes or suffixes as part of the name search)

Last Name : [ ]

First Name: [ ]

MI : [ ]

Search

Cancel

https://eservicest.nysed.gov - Teach System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites

Last Name:  First Name:

Schools must enter hire and termination dates. The instructions on the screen are self-explanatory. Click on the radio button to activate the record, enter the date information (mm/dd/yyyy), and select the update button. Schools may update more than one record at once.

1. Schools are required to identify hire and termination dates for all covered employees.
2. Unless otherwise noted below, the hire date will be presumed to be the date of the Conditional Clearance or Full Clearance, whichever is earlier. If no clearance date is listed, it means that a Clearance has not been issued. Please refer to the fingerprinting status page for more information.
3. Please enter a valid hire or termination date (mm/dd/yyyy) on the record you wish to update, then click on the update button at the bottom of the page. You may not enter a future date. You may enter data on more than one record, and then update them all at once. No changes will take place until the update button is selected at the bottom of the screen.
4. If you enter a termination date, and no hire date was entered, the TEACH system will retain the earliest clearance date as the hire date. If you enter a termination date, and there is no clearance date listed, it will be assumed that the prospective employee was never hired.
5. Any records that have errors during the update process will have red text and will not be updated.
6. Once you terminate an employee, the employee's name will no longer appear in the list below or on the view fingerprinting clearance status page. You must request a new clearance for employment.

<input type="checkbox"/>	SSN	Last Name	First Name	MI	DOB	Earliest Clearance Date	Current Hire Date	Hire Date	Termination Date
<input type="checkbox"/>		BOWMAN				03/13/2009	03/29/2008	03/29/2008	
<input type="checkbox"/>		DSDFAKLLSDFKKL							
<input type="checkbox"/>		MURRAY				03/13/2009	02/01/2008	02/01/2008	
<input type="checkbox"/>		STEINBERG				11/05/2008	01/01/2009	01/01/2009	
<input type="checkbox"/>		TEACHER							
<input type="checkbox"/>		TRAVIS					01/06/2009	01/06/2009	

Page: 1

## Appendix A

### Fingerprint Application (OSPRA 101) Status Messages

Message	What it Means
You do not have a fingerprinting application on file.	<ul style="list-style-type: none"> <li>• There is no fingerprint application (101) on file.</li> <li>• There is no fingerprinting fee on file.</li> <li>• There is no fingerprint information on file from NYCDOE through the 104 process.</li> </ul>
We have received your fingerprint payment. Your application is awaiting data entry. Please check back for updated information.	<ul style="list-style-type: none"> <li>• A fingerprint application fee has been received and processed by fiscal management.</li> <li>• OSPRA has not yet entered the data on the fingerprint application (this typically refers to a fingerprint application when there is a backlog).</li> </ul>
We have received your application for fingerprinting, but we cannot process it until we receive payment.	<ul style="list-style-type: none"> <li>• There is a fingerprint application (101) on file, but it is not yet paid for.</li> <li>• This typically applies to applicants who file the 101 online, but opt to pay with a payment coupon and a money order.</li> <li>• The message will remain like this until fiscal processes the coupon payment or the applicant pays by credit card.</li> </ul>
Your fingerprint application and payment are on file with OSPRA. Fingerprint processing can begin once your fingerprint images (LIVESCAN or cards) are received by OSPRA. If you have already sent fingerprints, no further information is necessary.	<ul style="list-style-type: none"> <li>• The fingerprint application has been data-entered and the fee has been processed.</li> <li>• The applicant's inked fingerprint images are waiting to be scanned</li> <li style="text-align: center;">~or~</li> <li>• OSPRA is waiting for LIVESCAN digital images to be received and processed.</li> </ul>
Your fingerprint results have been received.	<ul style="list-style-type: none"> <li>• The fingerprint application is complete (both DCJS and the FBI results have been received).</li> </ul>

<p>Your fingerprint application is being processed.</p>	<ul style="list-style-type: none"> <li>• Images have been sent from SED to DCJS.</li> <li>• There is no response or rejection information yet.</li> </ul>
<p>Your fingerprint images have been rejected by DCJS due to poor image quality. No additional fingerprint images are required at this time.</p>	<ul style="list-style-type: none"> <li>• DCJS has rejected the inked fingerprint cards</li> <li>• OSPRA has recorded a rejection from DCJS but will not send a rejection letter because no further information is needed at this time.</li> <li>• OSPRA is trying to resolve the rejection issue with information currently available to OSPRA, <u>i.e.</u>, another card on file.</li> </ul>
<p>Your fingerprint images have been rejected by DCJS due to poor image quality. A rejection letter with new cards and instructions has been sent to you.</p>	<ul style="list-style-type: none"> <li>• DCJS has rejected the inked fingerprint cards</li> <li>• OSPRA has recorded a rejection from DCJS.</li> <li>• OSPRA needs new fingerprint images (LIVESCAN or inked).</li> <li>• OSPRA sends a rejection letter to applicant.</li> </ul>
<p>Your LIVESCAN fingerprint images have been rejected by DCJS due to poor image quality. A rejection letter has been sent. Please have your fingerprints scanned again at your LIVESCAN station.</p>	<ul style="list-style-type: none"> <li>• DCJS rejects the LIVESCAN image.</li> <li>• OSPRA has recorded a DCJS LIVESCAN rejection on TEACH.</li> <li>• OSPRA needs new LIVESCAN images.</li> <li>• OSPRA sends rejection letter to applicant.</li> <li>• It is not necessary to wait for the rejection letter to have new LIVESCAN images taken.</li> </ul>
<p>Your fingerprint images have been rejected by the FBI due to poor image quality. No additional fingerprint images are required at this time.</p>	<ul style="list-style-type: none"> <li>• FBI has rejected the inked fingerprint cards</li> <li>• OSPRA has recorded a rejection from FBI but will not send a rejection letter because no further information is needed at this time.</li> <li>• OSPRA is trying to resolve the rejection issue with information currently available to OSPRA, <u>i.e.</u>, another card on file, FBI name check, etc.</li> </ul>
<p>Your fingerprint images have been rejected by the FBI due to poor image quality. A rejection letter with new cards and instructions has been sent to you.</p>	<ul style="list-style-type: none"> <li>• FBI has rejected the inked fingerprint cards</li> <li>• OSPRA has recorded a rejection from FBI.</li> <li>• OSPRA needs new fingerprint images (LIVESCAN or inked).</li> <li>• OSPRA sends a rejection letter to applicant.</li> </ul>

<p>Your LIVESCAN fingerprint images have been rejected by FBI due to poor image quality. A rejection letter has been sent. Please have your fingerprints scanned again at your LIVESCAN station.</p>	<ul style="list-style-type: none"> <li>• FBI rejects the LIVESCAN image.</li> <li>• OSPRA has recorded a FBI LIVESCAN rejection on TEACH.</li> <li>• OSPRA needs new LIVESCAN images.</li> <li>• OSPRA sends rejection letter to applicant.</li> <li>• It is not necessary to wait for the rejection letter to have new LIVESCAN images taken.</li> </ul>
<p>LIVESCAN has been unsuccessful in creating good fingerprint images. You must submit inked fingerprint cards. A rejection letter with new cards and instructions has been sent to you.</p>	<ul style="list-style-type: none"> <li>• DCJS rejects multiple LIVESCAN images.</li> <li>• OSPRA data enters DCJS LIVESCAN rejection info on TEACH</li> <li>• OSPRA sends rejection letter to applicant.</li> <li>• The applicant <b>must</b> submit inked fingerprint cards for review.</li> </ul>
<p>We have received your application for fingerprinting. We can not complete processing because you sent a personal check. A rejection letter with instructions has been sent to you.</p>	<ul style="list-style-type: none"> <li>• There is a fingerprint application (101) on file, but the processing can not be completed because the applicant sent a personal check.</li> <li>• OSPRA sends rejection letter to applicant.</li> <li>• It is not necessary to wait for the rejection letter to make the payment.</li> <li>• School employers may select "Pay for Fingerprint Applications" from the school district homepage and pay on behalf of the applicant.</li> <li>• Applicants can log onto TEACH and select "Account Information." Applicants can pay for any outstanding applications by selecting "Make Payment."</li> </ul>
<p>We have received your application for fingerprinting. We can not complete processing because you did not send a full payment. A rejection letter with instructions has been sent to you.</p>	<ul style="list-style-type: none"> <li>• There is a fingerprint application (101) on file, but the processing can not be completed because the applicant did not send a fee or sent an insufficient fee.</li> <li>• OSPRA sends rejection letter to applicant.</li> <li>• It is not necessary to wait for the rejection letter to make the payment.</li> <li>• School employers may select "Pay for Fingerprint Applications" from the school district homepage and pay on behalf of the applicant.</li> <li>• Applicants can log onto TEACH and select "Account Information." Applicants can pay for any outstanding applications by selecting "Make Payment."</li> </ul>

<p>In order to complete the processing of your fingerprints, the FBI requires an additional fee in the amount of \$19.25. A letter with instructions has been sent to you.</p>	<ul style="list-style-type: none"> <li>• The fingerprint application has been data-entered and the fee has been processed.</li> <li>• There have been one or more previous rejections from the FBI.</li> <li>• Too much time has passed since the initial FBI processing.</li> <li>• The FBI requires an additional fee of \$19.25 to complete the fingerprint processing.</li> </ul>
<p>We have received your fingerprint information from NYC</p>	<ul style="list-style-type: none"> <li>• OSPRA has received the fingerprint background information from NYC.</li> <li>• No further fingerprint application is necessary.</li> </ul>

## Appendix B

### Clearance Request (OSPRA 102) Status Messages *(08/08)*

Message	What it Means
We can not process your request for clearance because there is no fingerprint application on file with OSPRA.	<ul style="list-style-type: none"> <li>• There is no fingerprint application (101) data entered in TEACH.</li> </ul>
We are unable to process your request for clearance because the fingerprint application has not been completely processed. Please see the "OSPRA 101 Status" message for further information.	<ul style="list-style-type: none"> <li>• There was a problem processing the fingerprint application, therefore, OSPRA can not process the clearance request.</li> </ul>
Your request for clearance is being processed.	<ul style="list-style-type: none"> <li>• OSPRA is currently reviewing the request for clearance.</li> </ul>
It is estimated that the initial review of the clearance request may take up to 30 days.	<ul style="list-style-type: none"> <li>• OSPRA has referred the request for an initial investigative review. This does not mean there is a criminal history or a criminal history that will ultimately result in denial of clearance. It means that an investigator must review the information that has been returned from DCJS or the FBI.</li> </ul>
Additional review is required before a determination can be made on the clearance request and may take up to 60 days.	<ul style="list-style-type: none"> <li>• OSPRA has referred the request for further investigative and/or legal review. This does not mean there is a criminal history or a criminal history that will ultimately result in denial of clearance. It means that an investigator and/or an attorney must review the information that has been returned from DCJS or the FBI.</li> </ul>
<u>Conditional Clearance</u>	<ul style="list-style-type: none"> <li>• OSPRA has received and cleared the DCJS results (this does not mean that there is no criminal history, it means that the criminal history, if any, did not form the basis for a denial of clearance).</li> <li>• The FBI has rejected the fingerprint images.</li> <li>• The "Conditional Clearance" message will remain until it is changed to a "Full Clearance" or a denial of clearance message.</li> </ul>

<p><u>Full Clearance</u></p>	<ul style="list-style-type: none"> <li>• OSPRA has received and cleared both the DCJS and the FBI results (this does not mean that there is no criminal history, it means that the criminal history, if any, did not form the basis for a denial of clearance).</li> </ul>
<p>Your request for clearance has been denied. This message will be displayed until the appeal time period has expired. In the event no appeal is filed, this individual will be automatically terminated.</p>	<ul style="list-style-type: none"> <li>• Message is displayed until appeal period expires.</li> <li>• If no appeal filed, the individual is automatically terminated from the school's list.</li> <li>• If an appeal is filed, then the message changes to "The applicant has appealed the denial of clearance."</li> </ul>
<p>The applicant has appealed the denial of clearance. This message will be displayed until the appeal is decided.</p>	<ul style="list-style-type: none"> <li>• This message is displayed while the applicant's appeal of his denial of clearance is being considered.</li> <li>• This message will change to either "The denial of clearance has been upheld on appeal" or a "Full Clearance" depending on the outcome of the appeal.</li> </ul>
<p>The denial of clearance has been upheld on appeal. This message will be displayed for 15 days. At that time, this individual will be automatically terminated.</p>	<ul style="list-style-type: none"> <li>• This message means that the appeal was decided and the request for clearance remains denied.</li> </ul>