August 10, 2021

Fingerprint clearance deadline, revised for Fall 2021

This information is for students in all School of Education programs or taking classes for educator certification.

We are changing the fingerprint clearance verification deadline for Fall 2021 classes.

Fingerprint clearance verification is needed for Fall 2021 classes only if there will be synchronous learning.

You can sign up for classes without fingerprint clearance verification now and will need a fingerprint clearance verification letter from me (Helen Spencer) before the classes with synchronous learning begin.

These classes have synchronous learning: ECAE 3104 and ECAE 7115 and all student teaching / internship / practica.

If any other courses will include synchronous learning, your professors will let you know.

For all other classes, fingerprint verification for Fall 2021 classes is required by December 1, 2021.

• If you have been accepted to the NYC Teaching Fellows or NYC Teaching Collaborative, you can disregard these instructions.

• If you already received a fingerprint verification letter from me, and if you have not reenrolled since that time, you can disregard these instructions.

• If you will not be taking education classes at Brooklyn College for teacher or educator preparation, you can disregard these instructions.

• If you reenrolled as a student at Brooklyn College for classes in 2021-22 and need a copy of the fingerprint verification letter that you received from me previously, please use this link: https://tinyurl.com/SOEreconfirm
If you sent or will send documents and inquiries to the New York City Dept. of Education (NYCDOE) Personnel Eligibility Tracking System (PETS) office, you should not send duplicate requests. Due to very high volume of inquiries the PETS team is experiencing and unforeseen circumstances, fingerprint verification will be delayed.

If you are not cleared to work in New York City Department of Education (NYC DOE) schools, you will be notified and then it will be your responsibility to stop working in NYC DOE schools and complete the steps for security clearance before returning to work in NYC DOE schools.

How to get fingerprint clearance verification:
http://www.brooklyn.cuny.edu/web/academics/schools/education/certification/fingerprints.php

or go to Brooklyn College  www.brooklyn.cuny.edu
• Academics
• Schools
• School of education
• Educator certification
• Fingerprint verification requirement

Please do not send documents or screenshots to me.

If you have questions for me, please confirm your CUNYfirst EMPLID number or the last four digits of your Social Security number.

Due to the high volume of mail I am receiving, the fastest way to reach me is by phone.

Best regards,

Helen Spencer
Certification Officer
Brooklyn College, School of Education, Office of the Dean
Office hours starting Aug. 16, 2021: on campus Monday and Wednesday, working from home Tues. and Thursday.
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Tel. 718-951-5000 x3946.
Phone and walk-in office hours, Mondays and Wednesdays, noon – 5pm or by appointment
Website: http://www.brooklyn.cuny.edu/web/academics/schools/education/certification.php