

# ATTENTION NEW OFFICIALS

YOU MUST BE FINGERPRINTED THROUGH THE NYS EDUCATION DEPARTMENT UNDER THE "PROJECT SAVE" PROGRAM BEFORE YOU WILL BE ASSIGNED TO ANY CONTESTS!

1. Call the SCOPE office located at 100 Lawrence Avenue in Smithtown at 631-881-9646 and ask for Jennifer. Identify yourself as a Section XI official and schedule an appointment. Jennifer will explain the process of going online with the NYS Education Department (see instructions below) to set up a TEACH Account and make payment (\$91.50) prior to arriving at SCOPE. There is also a \$35 fee payable to SCOPE to cover their processing costs.
2. At the time of fingerprinting, you must bring the following with you to the SCOPE office:
  - Copy of your proof of payment from the NYS Education Department website for the \$91.50.
  - Valid ID (NY Drivers License)
  - SCOPE fee of \$35 (Check or Money Order ONLY)
  - Fingerprinting Intake Form (This form must be picked up at the Section XI office, 180 East Main Street, Suite 302, Smithtown. Please call Dee at 631-366-0700 x6, prior to coming in.
3. If you work in a school district and have already been fingerprinted under the PROJECT SAVE program, it will only be necessary for you to provide Section XI with your full legal name and Social Security Number. Please call Dee at 631-366-0700 x6 with this information.

If you have any questions, please call Dee at Section XI (631-366-0700 X-6).

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## **NYS Education Department Website Registration Instructions:**

1. [www.highered.nysed.gov/tcert](http://www.highered.nysed.gov/tcert)
2. Click on "Fingerprinting" link (top of page)
3. Click on "Teach Online Services" box (middle of page)
4. Click on "Self Register" (Step 1 - top of page)
5. Follow instructions