

## PETS Registration Form

**for Hunter College use during the COVID-19 Emergency**

By New York State law and related Chancellor’s Regulations, the NYC Department of Education (NYCDOE) is required to conduct fingerprint-supported security clearance checks on all individuals working or placed in NYCDOE schools. This requirement applies to student teachers and students satisfying their field-work requirements. The NYCDOE uses the Personnel Eligibility Tracking System (PETS), a web-based application, to electronically track and share basic information regarding the eligibility status of individuals placed in NYCDOE schools. The New York State Division of Criminal Justice Services (DCJS) requires the NYCDOE to collect and submit Social Security Numbers in order to process fingerprints as part of the security clearance check process.

Students have the option of authorizing the CUNY Office of Fieldwork to use their personal information to register them in the system OR students can register themselves. (International students without Social Security Numbers must pursue the process identified below). All students must choose one of the options below and submit it, **in person**, to the Office of Fieldwork regardless of their choice. This form will be maintained in a secure location.

**Yes**, I give the Office of Clinical Experiences permission to nominate me in the NYCDOE’s PETS system. I will follow the general instructions provided:

Student ID: \_\_\_\_\_ Program: \_\_\_\_\_  
 Last Name: \_\_\_\_\_ Address: \_\_\_\_\_  
 First Name: \_\_\_\_\_ City: \_\_\_\_\_  
 SSN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ State: \_\_\_\_\_  
 Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Zip: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

--OR--

**No**, I do **NOT** give the Office of Clinical Experiences permission to nominate me in the NYCDOE’s PETS system. I understand this means I will need to go to 65 Court Street, Brooklyn, NY to be nominated there, and will follow the general instructions provided. During the coronavirus emergency, there will be limited oo 65 Court Street and I understand that Hunter teacher candidates who do not get registered in PETS will not be able to register for courses that require placement.

--OR--

**I am an international student without a Social Security Number.** I understand this means I will need contact the Office of Clinical Experience at [oce@hunter.cuny.edu](mailto:oce@hunter.cuny.edu) AND write International Student in the subject line.

Print Name: \_\_\_\_\_ Program: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_