Personnel Eligibility Tracking System (PETS) Registration Form

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 by visiting the DOE in person. If you are an international student without a Social Security Number you must pursue the process identified below.

All students must choose one of the options below and submit it electronically. This form will be maintained in a secure location.

☐ **Yes,** I give the Office of Clinical Experiences permission to nominate me in the NYCDOE P.E.T.S. system. I will follow the general instructions provided.

Student ID: __ __ __ __ __ __ __ __

First Name: _____   Address: _____

Last Name: _____   City: _____

SSN: __ __ __ - __ __ - __ __ __ __   State: _____

Date of Birth: __ __ / __ __ / __ __ __ __   Zip Code: _____

Phone Number: (__ __ __) __ __ __ - __ __ __ __   Email: _____

☐ **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 and will follow the general instructions provided. There may be limited days or hours to visit 65 County Street.
As a Hunter College student, I understand that if I am not registered in PETS and eligibility cannot be confirmed, then I am unable to register for clinical courses requirement placement.

☐ **I am an international student without a Social Security Number.** I will contact the Office of Clinical Experiences at oce@hunter.cuny.edu and write "International Student" in the subject line.

Full Name: _____   Academic Program: _____

Signature: _____   Date: __ __ / __ __ / __ __ __ __