

LIVESCAN FINGERPRINTING AVAILABLE THROUGH CAPITAL REGION BOCES

Please call Sally Loeper (518) 464-5120 to schedule an appointment.

Fingerprints are by appointment only M-F 9:00am to 1:00pm & 1:30pm to 3:00pm.

Capital Region BOCES

School Support Services

900 Watervliet-Shaker Road, Suite 102

Albany, New York 12205

All candidates must bring two forms of Identification: (acceptable forms of ID- Valid Driver's License or Non-Driver ID, Passport, College ID, Social Security Card, Birth Certificate, Military ID). **You must know your social security number.**

SUBSTITUTE CALLING, TEACHING CERTIFICATION CANDIDATES, GENERAL SCHOOL DISTRICT EMPLOYMENT

Pay the NYSED fingerprinting fee (\$94.25) online @ <http://www.highered.nysed.gov/tcert/teach/index.html>. **Fingerprints cannot be transmitted without payment to TEACH online services.** If internet access is unavailable, you may bring a valid credit/debit card (**Mastercard or Visa**) to your appointment. (Authorized card holder must be present with proper ID) Pre-paying online is encouraged.

Directions to School Support Services

School Support Service offices are located in a two-story brick office building located just east of the intersection of Sand Creek Road and Route 155 in Colonie. Nearby landmarks are The Shaker Shed Produce Stand, Community Reformed Church of Colonie (Colonie Community Daycare) and Memories Gardens Cemetery.

From I-87 Northway

Take Exit 4 (Albany International Airport). Follow road signs to Route 155 West heading toward the airport. Passing the Airport, it will be on your right. At the **third stop light take a left (Rt. 155 West)**. Pass through the next stop light and **take a left onto South Family Road** (the marquee says 900 Watervliet Shaker Road). After turning onto South Family Road, take an **immediate right** into the BOCES parking lot and follow the sign directing you to visitor parking. Enter through the double doors on **visitor parking lot side of the building**. Suite 102 is just inside the main lobby. Sign in at the reception desk. The receptionist will let me know you are waiting.

From the West (Schenectady)

Take Route 5 East toward Albany. At intersection of Route 5 and Route 155 (Rite-Aid, K-Mart, Mobil, Walgreens), take a left turn. Follow **Route 155 East** turning **right at the stop light** at Watervliet-Shaker Road (Rosewood Plaza). Go approximately 1 ½ miles, pass through stop light at Sand Creek Road and take the next **right onto South Family Road** (the marquee says 900 Watervliet Shaker Road). After turning onto South Family Road, take an immediate right into the BOCES parking lot and follow the sign directing you to visitor parking. Enter through the double doors on **visitor parking lot side of the building**. Suite 102 is just inside the main lobby. Sign in at the reception desk. The receptionist will let me know you are waiting.