



The Kennedy Child Study Center is an affiliated agency of Catholic Charities of the Archdiocese of New York. The agency is approved, funded, and regulated by a number of local, state, and federal agencies. As such, it must ensure that all professional staff that provide or supervise special education programs and services shall be appropriately licensed or certified.

If you're interested in working for Kennedy Child Study Center, here are a few items that you must have or be able to produce records of. If you have any questions feel free to contact the agency's Human Resources department at the following number: (212) 988-9500.

- **A Statewide Central Register Database check** - all New York State (NYS) approved preschool special education and school-age residential providers must comply with section 424-A of the Social Services Law. This law requires certain prospective employees and other individuals to be "cleared" through the SCR of Child Abuse and Maltreatment. You can learn more here: <http://www.p12.nysed.gov/specialed/publications/SCR-clearance.htm>
- **A completed medical form** - must contain immunization information (MMR, T-dap), along with TB/PPD read. Tetanus shots must be within the past 10 years.
- **Three written reference letters.**
- **Copies of any appropriate certifications or licenses.** This can include, and is not limited to: Teacher Assistant certification, Special Education Teaching certification, Bi-lingual certification, Speech-Language Pathologist license. All certifications and licenses must be current.
- **Copies of school diplomas and school transcripts** (High School, AS, BA/BS, and/or Masters).
- **A Child Abuse and Maltreatment Training Certificate** – if you don't have the certification, you can take a free on-line course at www.nysmandatedreporter.org. Certificates must be less than 2 years old.

- **Department of Investigation (DOI) fingerprints** – all qualified candidates must possess valid fingerprints on file from the DOI. Individuals can schedule an appointment to be fingerprinted by going to this website: <https://app2.timetrade.com/tc/login.do?url=nycdoi> and clicking the link that says “click here to register.”

DOI fingerprints are done at 83 Maiden Lane, 10th floor, New York, NY. Candidates will need a triplicate form, which can be provided by Kennedy Child Study Center, in order to be fingerprinted. There is a \$125.25 fee for the fingerprinting service, payable by Visa, MasterCard, or US Postal money order only.

- **Department of Education (DOE) fingerprints** – all qualified candidates must possess valid fingerprints on file from the DOI. There is a \$130 dollar fee payable by money order, personal check or credit card.

DOE fingerprints are given between 9 am and 5 pm at 65 Court Street, Room 102, Brooklyn, NY. There is no appointment necessary, but Kennedy Child Study Center must register a candidate in advance prior to being fingerprinted.

- **Staff Exclusion List** - The Justice Center is responsible for maintaining a statewide register known as the Staff Exclusion List (SEL) which contains the names of individuals found responsible for serious or repeated acts of abuse and neglect. Providers are required to conduct pre-employment checks before hiring or otherwise utilizing applicants who will work with individuals with special needs. You can learn more here: <http://www.justicecenter.ny.gov/pre-employment-checks/home>