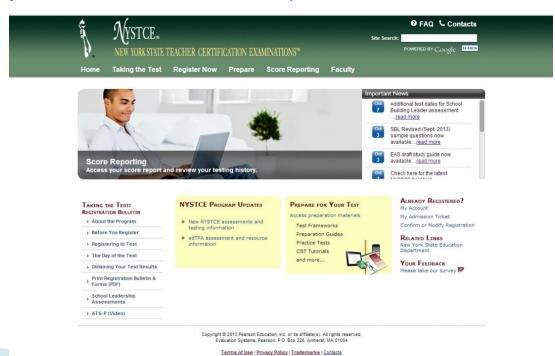# How to Become Licensed to Teach in New York

**AN INFORMATION SESSION ON NYC LICENSING AND NYS CERTIFICATION**

Students seeking NYS Certification must pass the following exams :

➢Academic Literacy Skills Test (ALST)
➢Educating All Students Test (EAS)
➢Content Specialty Tests (CST)
- Multi subject for elementary (Grades 1-6)
- Multi subject for early childhood (Grades B-2)
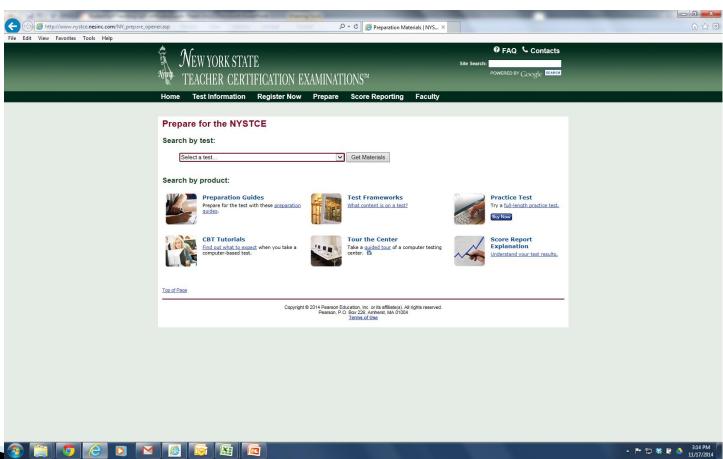➢edTPA (completed during student teaching)

http://www.nystce.nesinc.com/index.asp

Study guides and full practice tests can be accessed from the NYSTCE website:

http://www.nystce.nesinc.com/NY_prepare_opener.asp

There are also some tutorials in YouTube which may be helpful in preparing for the exams, e.g.:

- From CUNY, https://www.youtube.com/watch?v=6MLiFvwvpe8&feature=youtu.be,
- From SUNY Potsdam, https://www.youtube.com/watch?v=JQB5M8FETvY
- …and others

Prior to graduation, students must also complete the following workshops:

- Child Abuse Identification and Reporting – Offered every semester on campus;
- SAVE – Violence Prevention and Intervention – Offered online at YU;
- Autism Spectrum Disorders – Offered online at YU;
- DASA – Dignity for All Students Act (Bullying) – Part 1 offered every semester on campus, Part 2 completed online at YU.

**All New York Teachers must have state certification**
**All NYC Teachers must also be licensed by the NYC Department of Education**
**All Student Teachers in NYC Public Schools must register with the**
**NYC Department of Education**

http://schools.nyc.gov/TeachNYC/default.htm

➢YU submits student teacher names and placements to NYCDOE

➢Students create a personal profile, as well as enter student teaching placement information to NYCDOE.

➢VIP: REMEMBER USER NAME AND PASSWORD.

➢International students who do not have a SS # will be issued an ID # from the Office of Student Teaching Initiative, NO fingerprinting required

# Fingerprinting

➢ Student Teachers must be fingerprinted by the NYC DOE.

➢ At this time, International students do not need fingerprinting.

➢ Fingerprint documents will be visible at the top right hand corner of the student teacher profile.

➢ Ensure you complete the OSPRA 104 form to ensure your clearance is sent to the NYSED for certification.

# Applying for New York State Teacher Certification

Students completing a teacher preparation program leading to certification should access the NYSED Office of Teaching Initiatives and create an account in the TEACH Online Services system:

http://www.highered.nysed.gov/tcert/home.html

International students will be issued an ID# by the Office of Teaching Initiatives at the request of the university.

➢ **Applicants for teacher certification may**
  - ➢ Apply for a certificate
  - ➢ Check the status of application
  - ➢ View/update personal profile
  - ➢ View/update employment/professional development record
  - ➢ View status of fingerprint clearance

➢ **Colleges/Universities may**
  - ➢ Enter certificate recommendation
  - ➢ View candidate's certification record
  - ➢ Confirm Initial or Professional certification status

➢ **Schools may**
  - ▪ View employee/prospective employee's certification, fingerprint clearance, and employment history
  - ▪ View/update professional development hours completed by employee
  - ▪ Confirm self-reported teaching experience of a prospective employee
  - ▪ Report the termination of an employee

# Self-Register With TEACH.

www.highered.nysed.gov/tcert/home.html

ASA Training - DA... | Time Converter - Co... | iCloud Control Pane... | Kronos WORKFORC... | Experiments | Teach NYC - New Y... | TEACH System Syste... | Allrecipes - Recipes ... | PS

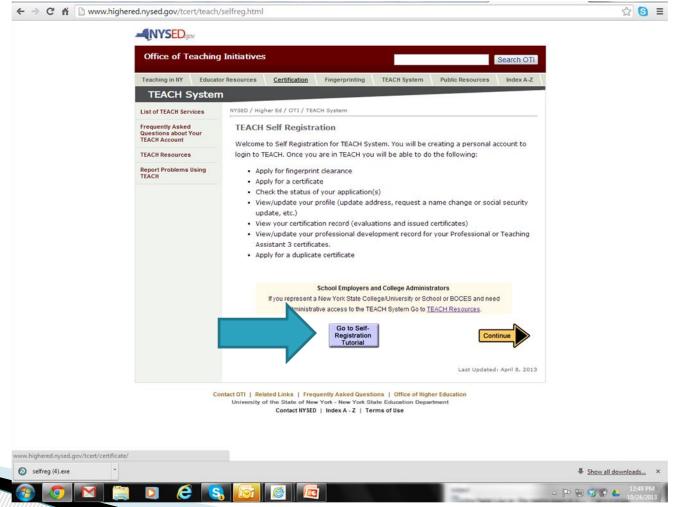| Teaching in NY | Educator Resources | Certification | Fingerprinting | TEACH System | Topics A-Z |

NYSED / Higher Ed / OTI /

**Welcome to the Office of Teaching Initiatives Web site**

Learn how to become certified in NYS!

Becoming Certified - What's My Next Step?

Types of Certificates and Licenses

Distance Learning

Certificate Holder Lookup

Frequently Asked Questions

OTI Topics A-Z

News

**Teachers in NY Subscribe!**
@
to receive important certification information

Our Address:

Certification
Office of Teaching Initiatives
NYS Education Department
89 Washington Ave, 5N EB
Albany, New York 12234

Fingerprinting
Office of School Personnel
Review and Accountability
NYS Education Department
981 Education Building Annex
Albany, NY 12234

**SUBMIT FEEDBACK**

**News**

- Academic Literacy Skills Test (ALST), Educating All Students test (EAS), and certain redeveloped Content Specialty Tests (CSTs) safety nets | Updated 07/21/2015

  - The exam requirement(s) will not show as met until the safety net(s) are the last requirement for certification. If a candidate has met all requirements for certification by June 30, 2017 except the use of one or more of the safety nets and the certificate has not issued, email examsafetynet@nysed.gov to request the safety net(s) be applied.

- edTPA Safety Net | Updated 07/14/2015

- **New registration requirements** for classroom teachers and school leaders holding a Permanent or Professional certificate, and Teaching Assistant Level III certificate holders effective July 1, 2016

- **Now Accepting** 2015-2016 Applications for NYS Albert Shanker Grant Program | Posted 08/06/2015

- New Fingerprint Process effective August 3, 2015 | Posted 06/24/2015

Certification Requirements | Self-Register with TEACH | Login to TEACH | Application Status

**Becoming Certified**

- Pathways to Certification: Which Pathway is Right for Me?
- How to Apply
- Becoming Certified - What's My Next Step?
- Applicants from Other States
- Testing
- Verification of Experience form
- OSPRA 103 Authorization to Forward Criminal History to NYCBOE (56 KB)
- OSPRA 104 Authorization to Forward Criminal History to NYSED (56 KB)

**Already Certified**

- Professional Certificate - Master's Degree Requirement
- Permanent Certificate
- Professional Development for Certificate Holders
- Duplicate Certificates
- Time Extension of a Provisional, Initial, or Transitional Certificate
- Name Change
- Effective Date (updated December 2013)

First - watch the tutorial available on the website. **VERY IMPORTANT**: Remember your user name and password. It is very difficult to have it reset.

➤ You can view your NYSTCE exam status.

**Account Information**

| | | | | |
|---|---|---|---|---|
| Name : | MICHELLE ' | SSN : | | |
| Date of Birth : | 08/14/1982 | Gender : | Female | |
| Address : | AVE NY 11716-4915 | | | |

**Select information you want to view:**
*To view more than one category, press CTRL while clicking each category you want to see, then click the "Go" button.*

Education
Work Experience
Certificates
Fingerprinting
Test Scores
Workshops
Superintendent Statements
College Recommendations

GO!

**Test Scores**

| Test Name | Test Date | Test Result |
|---|---|---|
| Liberal Arts & Science | 07/17/2004 | Pass |
| Students With Disabilities | 06/10/2006 | Pass |
| Literacy | 02/25/2006 | Pass |
| Elementary Assessment Of Teaching Skills | 07/17/2004 | Pass |
| Multi-Subject | 12/18/2004 | Pass |

# ➢ View Fingerprint Clearance

If you have been fingerprinted by the NYC Department of Education and the TEACH site does not indicate your prints have been received, you MUST file an OSPRA 104 form with the NYC Department of Education. This will request that your fingerprint clearance will be forwarded to the NYS Department of Education. The OSPRA 104 form can be downloaded from the main page of the TEACH website.

NEW YORK STATE EDUCATION DEPARTMENT
Office of Teaching Initiatives

TEACH Home| Search Certification Requirements | Logout

**Account Information**

| | | | |
|---|---|---|---|
| Name : | DANIELLE . | SSN : | |
| Date of Birth : | 02/03/1981 | Gender : | Female |
| Address : | . STREET STATEN ISLAND, NY 10301 | | |

Select information you want to view:
*To view more than one category, press CTRL while clicking each category you want to see, then click the "Go" button.*

Education
Work Experience
Certificates
Fingerprinting
Test Scores
Workshops
Superintendent Statements
College Recommendations

[GO]

**Fingerprint Information**

You do not have a fingerprinting application on file.

# Self-Reported Education and Employment History

- Important to keep information up to date.

## Account Information

| | | | |
|---|---|---|---|
| Name : | DANIELLE | SSN : | |
| Date of Birth : | 02/03/1981 | Gender : | Female |
| Address : | STREET STATEN ISLAND, NY 10301 | | |

**Select information you want to view:**
To view more than one category, press CTRL while clicking each category you want to see, then click the "Go" button.

Education
Work Experience
Certificates
Fingerprinting
Test Scores
Workshops
Superintendent Statements
College Recommendations

GO!

## Self-Reported Occupational Experience

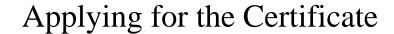| Employer Name | Start Date | End Date | Full/Part Time | Summary of Experience |
|---|---|---|---|---|
| | | No Data Found | | |

## Teaching/School Experience

| Name of School and Location | Public School | Start Date | End Date | Full/Part Time | Summary of Experience |
|---|---|---|---|---|---|
| P.S 128, Brooklyn NY | Yes | 01/01/2007 | 06/27/2007 | Part Time | I substituted for grades 1-5. |
| P.S 35 , Staten Island NY | Yes | 05/21/2007 | 06/27/2007 | Part Time | I substituted for grades 1-5. |
| McKee HighSchool, Staten Island | Yes | 01/01/2007 | 06/27/2007 | Part Time | I substituted for grades 9-12. |

# Applying for the Certificate

- Upon graduation, you will log into your account and decide which certificate to apply for. Select the appropriate certificate by category, title, and type. (Note, you should have all your exams passed prior to applying. The certification will not generate without passing scores.)

  - **Area of Interest**: Certificates are divided into major groups, or categories. You will be applying for a **Classroom Teacher.**

  - **Title**: Subject and grade level that you are authorized to teach: Early Childhood Education (Birth-Grade 2) or Childhood (1-6)

  - **Type**: **Initial** v. Professional

  - YU's undergraduate programs lead to initial certification. The initial certification is valid for five years, after which you should apply for professional certification. Please see additional requirements for the professional certification on the Office of Teaching Initiatives website: http://www.highered.nysed.gov/tcert/certificate/typesofcerts/in.html

| Program Number | Stern College for Women Program Name | Award Title (Degree) | Certification Titles and Types |
|---|---|---|---|
| 26051 | Childhood Education | Bachelor of Art (BA) | Childhood Education (Grades 1-6) Initial Certificate |
| 26052 | Early Childhood Education | Bachelor of Art (BA) | Early Childhood Education (Birth – Grade 2) Initial Certificate |

You are enrolled in a [New York State teacher preparation program](). After selecting the title, type of certificate, choose the radio button: "Pathway: Approved Teacher Preparation Program."

- The Yeshiva University Registrar will submit your institutional recommendation when the degree is conferred on your transcript.

- **Submitted Online:** After you have entered all the information, you will be prompted to submit payment online or you may print out a payment coupon and mail in a US Postal Money Order. Currently, each certification will cost $50. (If you are asked to pay $100, you have chosen the WRONG Pathway.)

- An "Application Confirmation" screen will appear. The confirmation will have the date your application was received, amount of the fee paid, and the requirements that have been completed or need to be completed in order to receive the certificates you have applied for.

- You may login to TEACH at any time and click the Account Information link to see the status of your application. The Office of Teaching will not print out initial certifications. They will remain visible on the TEACH website.

- Technical support with TEACH is available by telephone Monday-Friday, 8:00 a.m. – 5:00 p.m. at 518-486-6041.