



The College at
BROCKPORT
STATE UNIVERSITY OF NEW YORK

Teacher Certification Requirements and Application Process

Presented by:

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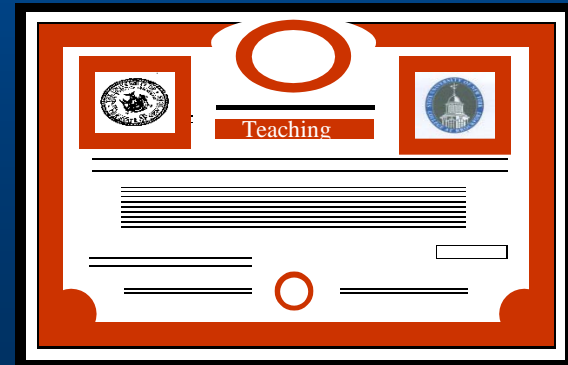
Forms of Certificates

Initial

- Valid for 5 years
- May be reissued if certain conditions are met
- May be extended for up to 2 years

Professional

- Requires professional development
- Renewable on a 5 year cycle



Initial Requirements – Childhood Inclusive Education

- Baccalaureate degree
- Completion of approved academic major (minimum 30 credits)
- 1 year or equivalent of college-level language other than English
- Completion of all professional education coursework (Phases I, II and III)
- 150 hours of field experience
- Student Teaching (Phase IV)
- **NYSTCE: LAST, ATS-W, CST—Multi-Subject Test and CST Students with Disabilities (SWD)
- Child Abuse Detection Training
- SAVE: Violence Prevention Education
- Autism Training (Included in EDI 4/513)
- Fingerprinting

Initial Requirements – Adolescence Inclusive

- Baccalaureate degree
- Completion of academic major in content area (minimum 30 credits)
- 1 year or equivalent of college-level language other than English
- Completion of all professional education coursework (Phases I, II and III)
- 150 hours of field experience
- Student Teaching (Phase IV)
- **NYSTCE: LAST, ATS-W, CST (Content) and CST (Students With Disabilities)
- Child Abuse Detection Training
- SAVE: Violence Prevention Education
- Autism Training (Included in EDI 4/513)
- Fingerprinting

Initial Requirements-

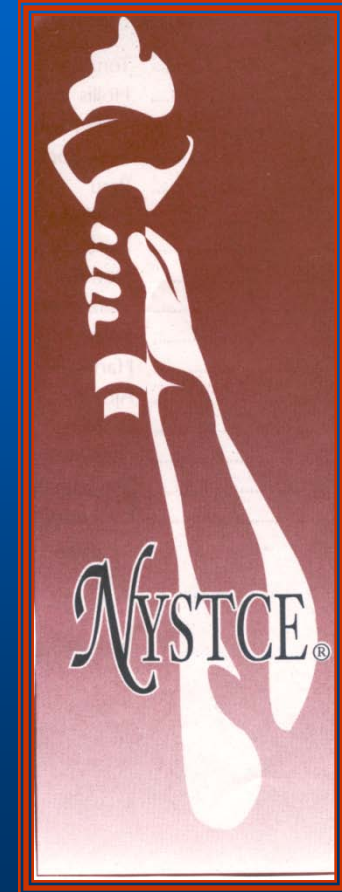
Middle Childhood Extension

- Provides an extension to teach content area in grades 5 and 6 for those with Adolescence content certification
- Requires 6 semester hours (two courses) in middle childhood education:
 - Middle Childhood Curriculum (EDI 4/54X)
 - Adolescence Psychology (PSH 4/584)

NYS Teacher Certification Examinations

- Liberal Arts & Science Test (LAST)
- Assessment of Teaching Skills – Written (ATS-W)
- Content Specialty Tests (CST)

**UPDATE: New Exams for teacher candidates who apply/complete all certification requirements after May 1,2014



Register Online (www.nystce.nesinc.com)

Fingerprinting

- Ink fingerprint packets can be requested through <http://www.highered.nysed.gov/tcert/ospra/packets.html>
- The cost to have your ink fingerprints taken varies.
- Live Scan is a new digital fingerprinting service becoming available in New York State. It is being offered at some BOCES Offices and police stations. See next slide for local details.
- The NYSED fee is \$94.25 for processing the fingerprints and conducting the background check. <http://www.highered.nysed.gov/tcert/ospra/home.html>
- If you were fingerprinted after July 1, 2001 for employment or volunteer work in a public school, and your prints were processed by NYSED, then you do not need to be fingerprinted again.
- If you were fingerprinted for another type of employment, including daycare, you will need to be fingerprinted again.

Monroe 2-Orleans BOCES

Live Scan Fingerprinting Service



LOCATIONS

- **Pittsford Central School District**
Barker Road District Office
75 Barker Road, Room 409
Pittsford, NY 14534
Hours of Operation: September–June
Mondays & Tuesday: 2:30-4:30 PM
- **Monroe 2-Orleans BOCES**
Career & Technical Educational Center
3589 Big Ridge Road, Room A-100
Spencerport, New York 14559
(enter through side door)
Hours of Operation: September–June
Wednesdays & Thursdays: 3:00-5:00 PM

DATES CLOSED

- April 6-13, 2012
- Memorial Day

BEFORE ARRIVAL

- Complete the OSPRA 101 form, and pay the \$94.25 State Ed. fee on the **TEACH System** at <http://www.highered.nysed.gov/tcert/ospra/home.html>.
- Registration and State Ed. fee payment is not available at the fingerprint locations.

WHAT TO BRING AND FEES

- Your payment receipt from the TEACH system.
- Cash or check in the amount of \$26 payable to Monroe 2-Orleans BOCES
- Know your Social Security Number (The TEACH registration data is accessed by this number.)
- Photo Identification

QUESTIONS

(585) 352-2604

Two Pathways to Certification



Individual
Evaluation

Approved Teacher
Preparation Program
(College Endorsement)

Applying for a Certificate

Step 1:

Complete and return the Brockport certification recommendation form for the initial certificate. You completed this form during the January workshop. A copy was given to you during registration sign-in today. Please review this copy, make any changes, and for those with changes return the form to me at this time.

The Office of Certification has reviewed your Brockport recommendation form and determined the certificates for which you are eligible to receive the College endorsement.



Applying for a Certificate

Step 2:

- If there are outstanding requirements or further documentation needed you have a letter in your packet noting what is lacking.
- Be sure your Child Abuse Detection and SAVE workshops from PRO 370 or HLS 301, as well as your Autism Training from EDI 4/513, are noted on your Brockport transcript.
- If you have taken these workshops from another provider, be sure to send a copy of the certificate to the Certification Office.
- If you have taken these workshops at another college, be sure they are noted on your transcript from that college.



Applying for a Certificate

Step 3:

You have received in your packet a student application information sheet from the Office of Certification detailing the online certification process (TEACH system).

Please go to <http://www.highered.nysed.gov/tcert/> to begin the TEACH application process.

Select  to create a Personal TEACH Account.



Self-Register with TEACH

TEACH Self Registration

Welcome to Self Registration for TEACH System. You will be creating a personal account to login to TEACH. Once you are in TEACH you will be able to do the following:

- Apply for fingerprint clearance
- Apply for a certificate
- Check the status of your application(s)
- View/update your profile (update address, request a name change or social security update, etc.)
- View your certification record (evaluations and issued certificates)
- View/update your professional development record for your Professional teaching certificates
- Apply for a duplicate certificate



Continue

TEACH Self-Registration continued...

TIPS to successfully create a TEACH Account:

- Have your Social Security Number or Canadian Social Insurance Number available.
- Enter your "First Name" first (not your last name).
- If you have previously taken a New York State Teacher Certification Exam and have not submitted any other information to our office, please enter your name exactly as you entered it when registering for the test. (You may update your account to reflect a name change later if necessary.)
- If you have previously submitted a certification application or have an issued certificate, enter your name to match the name on your previous application or issued certificate. (You may update your account to reflect a name change later if necessary.)
- If you have married or changed your name, but have not previously notified the Office of Teaching Initiatives of this change, enter your last name to match your application or issued certificate. (You may update your account to reflect a name change later.)
- Use slashes (mm/dd/yyyy) when entering your date of birth.
- Use dashes (000-000-0000) when entering in your telephone number.



Continue

TEACH Self-Registration continued...

- If you have more than one TEACH login (user id/username and password) you will not be able to access TEACH. It can take up to 72 hours to correct this error.
- Therefore, DO NOT self register if you have previously created a TEACH login (username and password). This includes a TEACH account that may have been created by your college or school district for you.

- If you have forgotten your TEACH

PASSWORD go to <https://ws04.nyenet.state.ny.us/sreg/ForgotPassword>

USERNAME go to <https://ws04.nyenet.state.ny.us/sreg/ForgotUserId>

- **NOTE:** When entering your email address, use the email address you used when you created your TEACH login account. If the email address that you established your NYSDS account with is no longer your email address, you will be able to change this when you log into your NYSDS account.



TEACH Self-Registration continued...

Remember:

- **DO NOT self-register if you have previously created a TEACH login account.**



Self-Register NOW

LOGIN to TEACH

- Once the Self-Registration process is complete, please return to <http://www.highered.nysed.gov/tcert/>.
- Select  Login to TEACH
- Please Login to TEACH with Username and Password

Welcome to TEACH!

- Welcome Scooby Doo to the My NY User Management site at NY.GOV
- Your NY.GOV ID is
- You previously logged in at Mon Mar 05 15:05:32 EST 2012
- You have access to the following applications

Click on **TEACH ONLINE SERVICES** to access your
TEACH Home Page

TEACH Home

Profile Links

- [Update/Add Education, Employment and Personal Information](#)

Fingerprinting Links

- [Submit Application for Fingerprint Clearance](#)

Inquiry Links

- [Account Information](#)

Online Application

- [Apply for Certificate](#)
- [I would like a printed certificate](#)
- [Apply for a Time Extension](#)



Select [Apply for Certificate](#) to begin Application Process

Professional Development

- [Maintain Your Professional Development Record](#)

Payment Links

- [Pay for Certificate or Fingerprinting Applications](#)

Apply for Certificate

Apply for New York State certification as a Classroom Teacher

1. Applications are valid for 3 years from the application date or for 2 evaluations, which ever occurs first, unless you are applying under the individual evaluation pathway.

The steps to complete the application process are:

1. Verify / Update Profile
2. Select Certificate(s)
3. Sign Affidavit
4. Confirm and Sign Application
5. Make Payment

You may choose to pay for applications with a credit card or mail your payment to the Office of Teaching Initiatives. If you choose to mail your payment, you will need access to a printer so you can print the mail-in payment coupon.

Next

Step 1 – Verify/Update Profile

To add or edit the information below, click the corresponding edit button. Please make sure the mailing address listed below is correct so that information we need to send to you will reach you. If you do not need to make any changes click the Next button.

Personal Information

Name : SSN :
Date of Birth : Gender :
Email : Address :
Home Phone :
Work Phone :
US Citizen :

Edit Personal Info.

Education Information

College/University	Location	Degree Earned	Major	From	To	Date Degree Received
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Edit Education Info.

Employment Information

Edit Employment Info.

Previous

Cancel

Next

Step 2 – Select Certificate(s)

- Each certificate is treated as a separate application, with specific requirements associated with each certificate. Fees are assessed for each certificate requested and may differ depending on the type and pathway chosen.
- Once you click the Add button, you will be asked a series of questions to help determine the appropriate evaluation pathway through which you should apply. After you have responded, TEACH may be able to determine the best pathway for your application. If you do not answer the questions correctly to determine your pathway, the processing of your application may be delayed.
- After you are directed back to this page you may repeat the process to select and apply for additional certificates.

New Certificates and Applications

Select your Certificate Title

Select your Area of Interest :

Select your Subject Area :

Select the Grade Level :

Select the Title :

Select your Certificate Type

Select the Type of Certificate :

Please make your selections and then click the "Add" button

Add

Educational Preparation for this Application Only

- A. Have you completed, or are you enrolled in, a New York State Approved Teacher Preparation Program at a New York State College or University, which leads to the issuance of the New York State certificate for which you are applying based upon the recommendation of the college/university?

Please enter the program code found on the Student Application Information Sheet provided to you by your college/university. After entering the program code click on

Enter Program Code:

If you believe you completed an Approved Teacher Preparation Program at a New York State College or University and do not have a Student Information Sheet, do not continue with this application. Contact your New York State College or University. Applying under another pathway will delay the processing of your application as you do not have the ability to change the pathway after the application is submitted. You must write to the Office of Teaching Initiatives to have the pathway changed.

- B. No, I have not completed, nor am I enrolled in, an Approved Teacher Preparation Program at a New York State College or University for this certificate and this type.

Educational Preparation Confirmation

Select Institution Award Title Program Title TEACH Title



Institution SUC BROCKPORT

Award Title Bachelor of

Program Title (title of program you are completing at Brockport)

TEACH Title – Initial Certificate

***If Institution, Award title, Program Title and TEACH Title are correct – first click on radio button under Select and then click on next.**

Previous

Cancel

Next

Select and Apply for Additional Certificates

- After you are directed back to this page you may repeat the process to select and apply for additional certificates.

New Certificates and Applications

Select your Certificate Title

Select your Area of Interest :

Select your Subject Area :

Select the Grade Level :

Select the Title :

Select your Certificate Type

Select the Type of Certificate :

Please make your selections and then click the "Add" button

Add

Certificates in this Application

Area of Interest	Title	Certificate Type	Pathway
Classroom Teacher	Initial Certificate	Approved Teacher Preparation Program

All Additional Certificates Selected?

***Check to confirm that all Certificates in this Application are correct and include those you've selected today!**

Certificates in this Application

Area of Interest	Title	Certificate Type	Pathway
Classroom Teacher	Initial Certificate	Approved Teacher Preparation Program

Certificates in this Application

Area of Interest	Title	Certificate Type	Pathway
Classroom Teacher	Initial Certificate	Approved Teacher Preparation Program

If correct, click on

Select State Education Department

Please select an option.

- **I want my application to be reviewed by the State Education Department**

Click on radio button under Please select an option and then click

The following option might be available should you, at a later date, be applying for an additional certificate for which you are not eligible for a program code: If you live in or are seeking employment in a school district served by a local Board of Cooperative Educational Services (BOCES), your application may be evaluated either by the New York State Education Department or by your local BOCES Regional Certification Offices.

Sign Affidavit

Complete Affidavit Page which includes:

- **Child Support Statement**
- **Moral Character Determination**
- **Sign Affidavit Page by clicking on**

[Sign Affidavit](#)

Confirm and Sign Application

You have applied for the following certificate(s) in this session:

Area of Interest	Certificate Type	Title	Application Fee
Classroom Teacher	Initial Certificate	\$ 50.00 USD (per certificate)

Total: \$ 50.00 USD x number of certificates = Application Fee

- **Click Previous to change anything in your application.**
- **Click Sign Application to submit your application and continue.**

I hereby certify that all the statements, attestations, information, and data contained in this application are true and accurate. I also understand that the authorized electronic signature (User ID and password) used to submit this application has the same legal validity and enforceability as a written signature. I understand that any deliberate misstatements contained in this application may be grounds for action against me.

Signed under the penalty of perjury.

Sign Application

Make Payment

- You may at this time elect to pay for your certificate application(s) via credit card, or you can return to your TEACH account and pay at a later date.
- To make payment at a later date simply login to your TEACH account, select on your TEACH Home page Pay for Certificate or Fingerprinting Applications, and follow the directions.
- NOTE: Applications are not considered complete until payment is made. Therefore, applications will not be processed until payment is made.

CONGRATULATIONS!!!

You have now successfully applied for your New York State Teaching Certificate(s) through the TEACH system.

But wait..... there's more!!

Applying for a Certificate

Step 4:

After your degree is awarded by the College (posted to your transcript), the Office of Certification will transmit the College endorsement for your certificate(s) to NYSED to be matched with your application.



Applying for a Certificate

Step 5:

As soon as all requirements have been met for the certificate, the New York State Education Department will issue the certificate which can be viewed on TEACH.

You will be able to check the status of your certificate on the TEACH system.



Cost Per Certificate Application

The application fee for each certificate title area is \$50 when applying through the “Pathway: Approved Teacher Preparation Program.”

If you apply for ADDITIONAL certificates through the “Pathway: Individual Transcript Evaluation for an Additional Certificate”, the fee will be \$100 for each of these certificate title areas.



Certification Date

Effective Dates:

- If you complete all requirements by August 31, the effective date on your certificate will be September 1st.
- If you complete all requirements by January 31, the effective date on your certificate will be February 1st.

Initial Certificate Validity and Professional Certification Requirements

Initial Certificate - Validity

- **Valid for 5 years**
- **May be extended for up to 2 years**

Professional Certificate - Requirements

- **Master's Degree**
- **3 Years Paid Teaching Experience**
 - One Year Mentored Teaching Experience if employed by a NYS Public School
 - Substitute teaching~180 days = one year of experience
- **No Further Examinations Required**



Master's Degree Options

- Any Master's degree program leading to a NYS teacher, pupil personnel service, or administrative certification.
- Any Master's degree in the same content area of the Initial certificate or in a closely related subject area.
<http://ohe32.nysed.gov/tcert/certificate/relatedmasters.htm#1>
- If the Master's degree is neither options 1 nor 2, you must complete twelve graduate credits in the content or related area of the initial certificate.

Professional Certificate - Validity

- **Validity maintained through completion of professional development:**
 - 175 hrs required for all professional certificate holders
 - Five-year cycle
 - Pro-rated requirements for those not teaching in public schools
 - Follows districts' professional development plans
 - Reporting requirement for schools and individuals

In Order to Graduate...

- Complete an **Application for Graduation** with the Office of Registration and Records.
- Your degree will not be posted to your transcript unless you indicate that you are intending to graduate by completing this form.
- Obtain the **Application for Graduation** at: <http://www.brockport.edu/registrar/forms.htm>.



For further information:

- **Brockport Teacher Certification Website**
www.brockport.edu/certification
 - Includes links to all 50 states certification offices
- **NYS Education Department Website:**
www.highered.nysed.gov/tcert
- **TEACH Online Application Process Website:**
www.highered.nysed.gov/tcert/teach

PLEASE do not apply until you have received the directions from the Office of Certification, which include the program code.

Questions



Information provided in this presentation reflect the teacher certification regulations as of 3-8-2012.