



The College at
BROCKPORT
STATE UNIVERSITY OF NEW YORK

TEACHER CERTIFICATION REQUIREMENTS AND APPLICATION PROCESS

Presented by:
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Coordinator for Certification and EHD Graduate Advisement

Certification Office
The College at Brockport
State University of New York
Office of Certification
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(585) 395-2344
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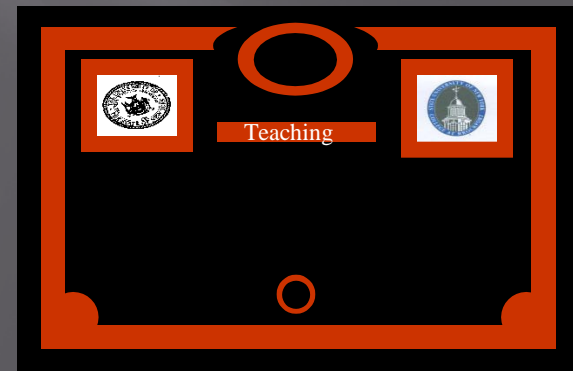
Forms of Certificates

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



Special Subjects, Pre K-12

Initial

- Baccalaureate Degree
- General Education Core including foreign language
- Professional Education
- 30 hour Major
- 100 hours of Field Experience
- Student Teaching
- NYSTCE: LAST, ATS-W, CST
- Child Abuse Detection Training
- SAVE:
Violence Prevention Education
- Fingerprinting



Health



Physical Education

Dance

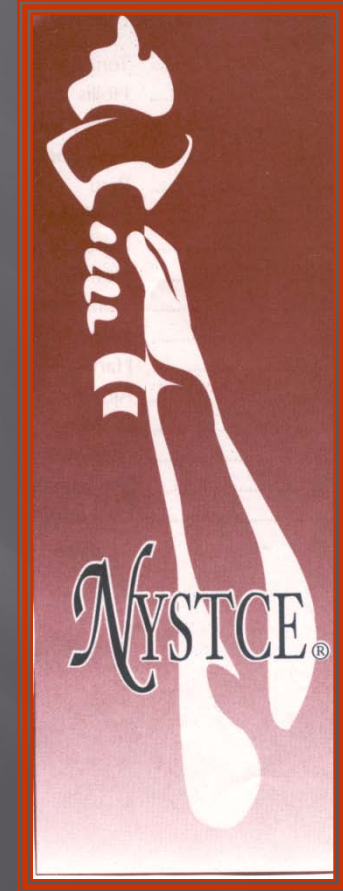


Professional

- Initial Certificate
- Master's Degree
- Three years teaching

NYS Teacher Certificate Examinations

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



Register Online (www.nystce.nesinc.com)

Fingerprinting

- ❑ Fingerprint cards are available by request through the following website:
<http://www.highered.nysed.gov/tcert/ospra/packets.html>
- ❑ The cost to have your fingerprints taken varies.
- ❑ Live Scan is a new digital fingerprinting service available in New York State. It is being offered at some BOCES Offices and police stations.
- ❑ The NYSED fee is \$94.25 for processing the fingerprints and conducting the background check.
- ❑ If you were fingerprinted for non-school 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 6, 2011-June 26, 2012
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 7, 2011-June 28, 2012
Wednesdays & Thursdays: 3:00-5:00 PM

DATES CLOSED (Fall Semester)

- February 20-24, 2012
- April 6-13, 2012
- May 28, 2012

BEFORE ARRIVAL

- At least Twenty-Four hours prior to arriving complete the OSPRA 101 form, and pay the \$94.25 State Ed. fee on the TEACH System at <http://www.highered.nysed.gov/tcert/teach/>
- Registration and State Ed. fee payment is not available at the fingerprint locations.

WHAT TO BRING AND FEES

- 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
- In winter weather dry hands are not easily printable. Please use lotion or soak dry hands two days prior to arriving.

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 local application for the initial certificate. This is a pink form included in your handouts.

The Office of Certification will review your local application and determine 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 will be notified in writing.
- ❑ Be sure your Child Abuse Detection and SAVE workshops from Brockport coursework 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:

Once all requirements are met, or near completion, you will receive a student application information sheet from the Office of Certification detailing the online certificate process (TEACH System).

You may apply online at any time after you receive this sheet.



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 state will issue the certificate which can be viewed on TEACH.

You will be able to check the status of your certificate in the same way that you apply for the certificate.



Cost Per Certificate Application

The application fee for each certificate title area is \$50 when applied for 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 Date:

- If you complete all requirements by August 31, your effective date will be September 1st.
- If you complete all requirements by January 31, your effective date 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
 - Any approved teacher education program in NYS, or
 - A master's or higher degree program in the content core of the initial certificate or in a related content area, or
 - A master's in any field as long as you complete 12 semester hours of graduate study in the content core of the initial certificate or in a related content area.



What is a related area?

HEALTH

- ▣ Nursing
- ▣ Anatomy & Physiology
- ▣ Chiropractic
- ▣ Dentistry
- ▣ Medicine
- ▣ Health Systems Administration

PHYSICAL EDUCATION

- ▣ Sports Medicine
- ▣ Health
- ▣ Safety Education
- ▣ Sports Science
- ▣ Recreation
- ▣ Sports Administration
- ▣ Dance

DANCE

- Dance History
- Choreography
- Dance/Movement Therapy
- Dance Performance
- Dance Theatre
- Physical Education

Professional Certificate - Requirements continued...

- ▣ 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 Additional Examinations Required

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 receive the directions from the Office of Certification)

Questions

