

Application Process for Professional Or Permanent Teacher Certification For SUNY College at Brockport Students

The following information pertains to SUNY College at Brockport students who are enrolled in a teacher preparation program, and who are in the process of meeting their professional or permanent teacher certification requirements in New York State.

- You will be sent a local application from the Certification Office. This application allows the Certification Office to keep track of your academic requirements.
- Complete a Graduation Data Card and submit it to the Office of Registration & Records at the start of your last semester of enrollment. A card must be on file for you, or your degree will not be posted to your transcript.
- The Certification Office will send you a letter to notify you when you should apply for your certificate. Because you should apply through the teacher preparation pathway, please do not apply for individual evaluation. This will slow down the process, and SUNY College at Brockport cannot provide an institutional endorsement or assistance should problems arise.
- You must apply for the certificate online at <http://www.highered.nysed.gov/tcert/teach/index.html>
- The state-mandated 175 hours of professional development for professionally certified teachers begins when the professional certificate is issued.
- Your certificate will be dated either September 1 or February 1, at the discretion of NYSED.

- According to the NYSED Office of Teaching Initiatives website, the following requirements must be met before the professional certificate will be issued:
 - Completion of a NYS Registered Program
 - Institutional Recommendation
 - New York State Teacher Certification Exam - Liberal Arts & Science Test (LAST)
 - New York State Teacher Certification Exam - Secondary Assessment of Teaching Skills (ATS-W)
 - Content Specialty Test (CST)
 - Paid, full-time Classroom Teaching experience - 3 Yrs
 - Mentored Experience - 1 Yrs
 - Fingerprint Clearance
 - Citizenship Status - INS Permanent Residence or U.S. Citizenship

- According to the NYSED Office of Teaching Initiatives website, the following requirements must be met before the permanent certificate will be issued:
 - Hold a Valid Provisional Certificate
 - Completion of a NYS Registered Program
 - Institutional Recommendation
 - New York State Teacher Certification Exam - Liberal Arts & Science Test (LAST)
 - New York State Teacher Certification Exam - Secondary Assessment of Teaching Skills (ATS-W)
 - New York State Teacher Certification Exam - Assessment of Teaching Skills - Performance/Video (ATS-P)
 - Content Specialty Test (CST)
 - Paid, full-time Classroom Teaching experience - 2 Yrs
 - Fingerprint Clearance
 - Citizenship Status - INS Permanent Residence or U.S. Citizenship

Please remember that you are ultimately responsible for the completion of your requirements. Track your certification application process through your TEACH account at <http://www.highered.nysed.gov/tcert/teach/index.html>

