

## **Checklist for Initial Certification through SUNY College at Brockport**

### **Local Application:**

Complete the SUNY College at Brockport local application for teacher certification. We will give you this form during an information session explaining the application process. This form must be submitted to the Office of Certification. Be sure to list every certification area and extension for which you will be eligible to apply.

### **Workshops:**

Identification and Reporting of Child Abuse and Maltreatment (Child Abuse Detection) and the Safe Schools Against Violence (SAVE) workshops are state-mandated and must be completed before the New York State Education Department (NYSED) will issue any certification.

If you take the workshops through a Brockport course (HLS 301), it should be noted on your final transcript, as well as on your Banner student academic transcript. The workshops will not appear on your TEACH account until the institutional recommendation is submitted.

If you take the workshops online or through another institution or agency, be certain to send a copy of the verification of completion to the Office of Certification.

Fingerprinting should be done well in advance of your final semester of study. Fingerprint clearance may take as long as five months. The Office of Certification has fingerprint packets. The current cost of fingerprinting is \$94.25. The completed fingerprint packet and fee is to be sent directly to NYSED.

### **New York State Teacher Certification Exams (NYSTCE):**

You must pass three state-mandated exams before the state will issue your initial certification.

<b>LAST</b> Liberal Arts and Sciences Test	Required for all initial applicants
<b>CST</b> Content Specialty Test	Required for all initial applicants (Childhood and Early Childhood applicants must take the Multi-Subject CST)
<b>ATS-W</b> Assessment of Teaching Skills Written	Required for all initial applicants Applicants for K-12 certifications may take either the Elementary or Secondary ATS-W exam

## **Graduation Data Card:**

You must submit a Graduation Data Card to the Office of Registration and Records by the middle of your final semester of study. A copy of the card is then sent to the Office of Certification and placed in your file. Please bear in mind **that your degree will not be posted to your transcript until the Registrar receives your completed Data Card.**

Apply online directly to NYSED for your initial certificate. The Office of Certification will send you directions to apply through the teacher preparation pathway. Do not apply through individual evaluation, as the College cannot endorse you if you do so.

## **Application Process**

- The Office of Certification will review your local application.
- Review your DARS report on a regular basis. We will review your academic transcript at the end of your final semester of study. It is your responsibility to meet with your advisor and keep track of your academic progress. The Office of Certification will notify you in writing if there are outstanding requirements needed for certification.
- The Office of Certification will send you a letter upon completion of your academic program (and posting of final grades) detailing the online application process through NYSED. Please do not apply until after you receive the letter.
- Once your degree is posted to your transcript the Office of Certification will transmit the College's institutional recommendation to NYSED. You will receive a letter from us indicating that the endorsement has been sent.
- Upon completion of all requirements for initial certification, NYSED will issue your certificate and mail it to the mailing address they have on record for you. You may follow the status of your application through your TEACH account.