May 27, 2020 (includes updated information*)

FREQUENTLY ASKED QUESTIONS for students in traditional undergraduate and graduate certification programs. (If you are in a Transitional B program, please see the Information for students in Transitional B programs posted on the Brooklyn College Educator Certification website.)

This information may be updated and superseded.

For the most current information, please refer to see the updates and instructions on the Brooklyn College Educator Certification website and the NY State Dept. of Education Office of Teaching Initiatives (OTI) site.

Which of the new rules apply to me?

- I graduated or will graduate Sept. 1, 2020: New Emergency COVID-19 Certificate
- I am in a student teaching class in spring 2020, I am in a Transitional B program and taking classes at Brooklyn College in spring 2020, or I have NY State Internship certification and am taking classes in spring 2020: edTPA Safety Net for Candidates Who Are Enrolled in a NYS Registered Educator Preparation Program in the Spring and/or Summer 2020 Terms
- My certification is expiring. What do I do? Extension of Certain Certificates Expiring on August 31, 2020 or Time Extentions for the Initial Reissuance and Provisional Renewal. If you are eligible for a professional/permanent certificate, you can apply for that title as well.
- I need to take the DASA workshop: Approval to Offer DASA Training Entirely Online
- I have students with disabilities generalist grades 7-12 certification and need a subject area extension: Extension of the Subject Area Certification Requirement and SOCE Application Deadline for Special Education Teachers Who Teach a Special Class in Grades 7-12
- I would like to complete the edTPA in a Virtual Learning Environment: Requesting Alternative Arrangements due to a Virtual Learning Environment.
More details:

- **For students graduating on or before Sept. 1, 2020, who want to use the emergency COVID-19 certification:** Two applications required before Sept. 1, 2020.

*How do I know if I may be eligible for the emergency COVID-19 certification?*

You should check your [Degreeworks](#) account. Before you graduate you can check your expected date of graduation. If you missed the [graduation audit](#) deadline, file ASAP and then send an email to [degreeaudit@brooklyn.cuny.edu](mailto:degreeaudit@brooklyn.cuny.edu) to let them know. They will alert your auditor and contact you. Your graduation depends on many factors and if you can graduate Sept. 1 or not is not guaranteed.

Check if your other requirements are done before Sept. 1, 2020: all [mandated workshops (usually three)](#) , fingerprint records. You will need to pay the initial [application fee(s)](#) and apply for the emergency certificate (no cost) before Sept. 1, 2020. Your recommendation for certification for a completion date Sept. 1, 2020 or before can be confirmed by the college retroactively.

*Question: How does the Emergency COVID-19 Certificate work?*

If granted, it will be valid for one year which will give you time to pass the tests needed for your initial certification. Check requirements at the NY State Dept. of Education Office of Teaching Initiatives (OTI) site.

Two applications required before September 1, 2020: the emergency certificate which is no cost, and the title needed (initial etc.) which is $50. If the emergency certificate is not in the application title menu, please keep checking.

Requirements: before September 1, 2020, each candidate must complete all requirements for the title, except the tests. The requirements needed before Sept. 1, 2020 include all [mandated workshops (usually three)](#) , fingerprint records, education (check [DegreeWorks](#)), certification [application fee(s)](#), and anything else needed for the title. The requirements including the application must be done before September 1, 2020.

The state can accept the college recommendation, workshops and fingerprint data after September 1, 2020, although the completion date for each of these requirements must be dated as on or before Sept. 1, 2020. For example, if the college recommendation is added after Sept. 1, 2020, and the date of college completion is June 1, 2020, it will count for the emergency certificate.

*Am I eligible for edTPA safety net and the Emergency Certificate?*

Answer: Yes if you graduate on or before Sept. 1, 2020 and if you were in a student teaching course in spring 2020 or have a state [Internship Certification](#) and are taking classes in the spring or summer of 2020. If you are in a
Transitional B program, please see the information posted specifically for Transitional B candidates on the Brooklyn College Education Certification Website

Question: I want to add summer classes and graduate /finish my program Sept. 1, 2020. How does this work?

Be sure to file for fall graduation audit after you register for your classes and then send an email to degreeaudit@brooklyn.cuny.edu to let them know you would like to graduate Sept. 1. They will alert your auditor and contact you. Your graduation depends on many factors and if you can graduate Sept. 1 or not is not guaranteed.

- For students in student teaching in spring 2020 and teachers with NY State Internship Certification who want to use the edTPA safety net during the COVID-19 Crisis. You should have received instructions to confirm your eligibility for the safety net. If not, you will need to fill out this form: https://tinyurl.com/ya2omjrl

Question: If I have NY State Internship Certification, am I eligible for the edTPA During COVID-19 safety net?

Yes, if you are also taking classes at Brooklyn College spring or summer of 2020.

Question: I paid for the edTPA already. Can I use that payment for the ATS-W?

We will confirm. Check the test section of Brooklyn College Education Certification Website

Question: Which ATS-W test do I take?

There are two versions: elementary and secondary version. Pick the age group that matches your certification age group. Music, Art and Physical Education candidates can pick one or the other. *The age group does not need to match, but should.

- For students who want to complete the edTPA in a Virtual Learning Environment:

Question: Who is the EdTPA coordinator for completing the edTPA in a Virtual Learning Environment?

Prof. Kyprianou. Email: Stella.Kyprianou@brooklyn.cuny.edu

For all certification candidates:

How long should I expect the certification process to take and when can I work?

You should check your Degreeworks account before you graduate to see your expected /confirmed date of graduation. If you missed the graduation audit deadline, file ASAP and then send an email to degreeaudit@brooklyn.cuny.edu to let them know. They will alert
your auditor and contact you. Your graduation depends on many factors and if you can graduate Sept. 1 or not is not guaranteed.

Your college program must be confirmed by Degree Audit and your mandated workshops must be complete before you are eligible for a recommendation for certification.

It may take two or more weeks after your official college completion date for the college data to be finalized by Degree Audit. After your records are confirmed, you should get a note from Degree Audit and/or see that information in your Degreeworks account.

For the emergency and initial and professional certificates, you will need a college recommendation to be added to your NY State TEACH account. You can fill out this form https://tinyurl.com/ydfunefz for your recommendation for certification to confirm your degree.

Initial certification is usually processed by the state one or two days after all requirements are complete.

Effective date for your certification: If you are issued an emergency certificate, your certificate will probably be issued for Sept. 1, 2020 – August 31, 2021 but may be confirmed before Sept. 1, 2020 if your requirements are complete before Sept. 1, 2020. You can work before the effective date. The same is true of any certificate confirmed before the effective date.

If you are on track to finish your requirements Sept. 1, 2020, you may have your records confirmed by the college starting in mid-September. You may want to see if you can be hired pending certification processing, perhaps as a substitute teacher if possible.

**Question: How do I apply for NY State certification?**

- Please see the application instructions on the Brooklyn College Educator Certification website. Program codes are listed on the student information sheet link. If you are applying for the New Emergency COVID-19 Certificate you must complete two applications before Sept. 1, 2020: emergency and the other title needed (initial etc.).

**Question: If my NYC fingerprint records are not on my NY State TEACH account, what do I do?**

(New) You will need to release your records. Please release your records well before you need certification. You will need to print, sign, and send an OSPRA 104 form by email to HRConnect@schools.nyc.gov Do not mail in a physical copy of the form at this time. You can leave section two in the form blank.

**Question: What do I do if my workshops are not listed on my NY State TEACH account?**

Please see the instructions in the mandated workshop section of the Brooklyn College Educator Certification website. Three workshops are usually required.
**Question: How do I find a test site and when will tests be available?**

Refer to this document: [How to check NY State certification test center availability](#)

**Question: I don’t have a college recommendation yet on my TEACH account. How do I get that?**

It may take two or more weeks after your official completion date for the data to be finalized. After your records are confirmed, you should get a note from Degree Audit or see that information in your [Degreeworks](#) account. When your degree has been finalized, you can use this form to request a recommendation for certification: [https://tinyurl.com/ydfunefz](https://tinyurl.com/ydfunefz)

**Question: Who can I contact for help with the edTPA?**

Please contact the professor for your student teaching class, and/or program advisor.

You can also contact the following student teaching coordinators:

- **Special Ed.: Stella Kyprianou** [Stella.Kyprianou@brooklyn.cuny.edu](mailto:Stella.Kyprianou@brooklyn.cuny.edu)
- **Childhood/Bilingual:** Linda Delluomo [Linda.Delluomo39@brooklyn.cuny.edu](mailto:Linda.Delluomo39@brooklyn.cuny.edu)
- **Early Childhood:** Mary Debey [Mdebey@brooklyn.cuny.edu](mailto:Mdebey@brooklyn.cuny.edu)
- **Art Education:** Herman Jiesamfoek [HJiesamfoek@brooklyn.cuny.edu](mailto:HJiesamfoek@brooklyn.cuny.edu)
- **Physical Education:** Laura Blitzer [LauraBlitzer@brooklyn.cuny.edu](mailto:LauraBlitzer@brooklyn.cuny.edu)
- **All Teaching Fellows:** Roberto Martinez – [roberto.martinez@brooklyn.cuny.edu](mailto:roberto.martinez@brooklyn.cuny.edu)

**Question: How can I check my confirmed or expected date of graduation / program completion?**

Check your [DegreeWorks account](#). You should have a Degree Audit note. [More information on Graduation Audits](#).