

Dec. 9, 2020 Includes updated information\*

**FREQUENTLY ASKED QUESTIONS for students and alumni in Transitional B certification programs:** [NYC Teaching Fellows/Teaching Collaborative/Pathways to PE](#).

(If you are in a traditional undergraduate or graduate certification program please see the guidance on the [Brooklyn College Educator Certification website](#).)

You can open the links in the letter below by clicking on items that are hyperlinked underlined. This information may be updated and superseded.

**NY State certification rules and procedures are subject to change. Please check the [NY State Dept. of Education Office of Teaching Initiatives \(OTI\) site](#) for current information and updates.**

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***Question: Which of The New Rules and Options Apply to Me Now?***

- A. I have not passed all of my tests for my transitional B, initial or professional title and am eligible for my title on or before Sept. 1, 2021: **Emergency COVID-19 certificate** (See pages 1-3)
- B. I enrolled in classes in spring 2020- spring 2021: eligible for the **edTPA safety net** (See Page 3)
- C. I need to complete the [edTPA in a Virtual Learning Environment](#) (See page 4)
- D. I'm in the Special Ed. Secondary program and need a [subject area extension to teach a subject in a special class \(self-contained class\) in grades 7-12](#), with some or no students under alternate assessment

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More information and Frequently Asked Questions:

- A. The [Emergency COVID-19 certificate](#) is available if you have not passed the tests for your title, and are eligible for a transitional B or initial title and/or graduate/graduated on or before Sept. 1, 2021. Applicants must meet all requirements for the transitional B or initial certificate, other than the exam requirement(s), on or before September 1, 2021.

1) ***Question: How does the [Emergency COVID-19 certificate](#) work?***

If you are working toward certification (and/or a subject area extension to your title), you may be eligible for the [Emergency COVID-19 certificate](#), which will allow you to work in

New York State public schools or districts for one year while taking and passing the required exam(s) for the certificate or extension sought.

For the Emergency COVID-19 title, all requirements for the title, except the tests, must be done on or before Sept. 1, 2021. You will need a College Recommendation in [TEACH](#) listing a recommendation for the Transitional B or graduation/program completion date for the title that is dated on or before September 1, 2021. The College Recommendation may be entered by the college in [TEACH](#) after September 1, 2021, and the applications may be evaluated after that date as well.

**2) *Question: I don't have a transitional B certificate yet. I'm in the Transitional B program and working with a 5BA substitute license. Can I apply for the Emergency COVID-19 certificate?***

Answer: Yes, if you are taking classes at Brooklyn College up to and including summer 2021 and have not withdrawn or been discontinued from the NYC Teaching Fellows/Teaching Collaborative.

**3) *Question: How do I know if I may be eligible for the [Emergency COVID-19 certificate](#)? You must complete the education for your transitional B and/or initial title on or before Sept. 1, 2021 and have all other requirements and two applications for the certificate, except for a passing score for one or more of your tests, on or before Sept. 1, 2021.***

- You should check your [Degreeworks](#) account to see your expected graduation/program completion date. To see your confirmed education date, check [CUNYfirst](#). If your expected graduation date is not listed and 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.
- [Check if your other requirements are done](#) before Sept. 1, 2021 including the [mandated workshops](#), and [fingerprint records](#). You will also need to apply as described in the next paragraph.

**4) *Question: How do I apply for the [Emergency COVID-19 certificate](#)?***

Two applications are required before September 1, 2021: the emergency certificate which is no cost, and the matching Transitional B or initial title which is \$50. For example, for students with disabilities grades 1-6, you will need to apply for the students with disabilities grades 1-6 emergency certificate before Sept. 1, 2021. You will also need to apply *and pay* the \$50 fee for the Transitional B and/or initial students with disabilities grades 1-6 certificate before Sept. 1, 2021. Apply using the [TEACH](#) application menu, classroom teacher, subject, age group, title, type of application. After you apply for one certificate and complete the application, you can apply for the other. Application program codes are listed on pages 6-7 below.

- Please plan to apply and pay at least two weeks before the deadline to be sure your payment is recorded. The sooner you apply and your requirements are done, the sooner your application may be processed. Your recommendation for certification can be confirmed by the college *after* Sept. 1, 2021.
  - For the Emergency COVID-19 certificate, the pathway is individual evaluation. No transcript evaluation required. The Autism workshop will be credited for students in special education programs.
  - Please see the resources on the [NY State Dept. of Education Office of Teaching Initiatives \(OTI\) site](#) for current information including the option for a renewal.
- 5) ***Question: My graduation audit is not recorded on DegreeWorks or my graduation is expected after Sept. 1, 2021. I should be graduating on or before Sept. 1, 2021. I would like to be eligible for the Emergency COVID-19 title. What do I do?***

Be sure to file for a graduation audit on time. If you miss the deadline or need help, send an email to [degreeaudit@brooklyn.cuny.edu](mailto:degreeaudit@brooklyn.cuny.edu). They will alert your auditor and contact you. Your graduation/program completion depends on many factors which the Degree Audit staff must check.

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- B. **edTPA safety net**: this is an option for students who did not pass the edTPA and have completed the first year of classes in the transitional B programs and were/ will be in Brooklyn College classes in spring 2020 -spring 2021. You will have the option to take the ATS-W test instead of the edTPA. This is not an option for alumni who graduated Fall 2020 or before because you must be enrolled in classes spring 2020-spring 2021 as described in the state guidance.

The college has sent names of all students eligible for the safety net in spring 2020-fall 2020 to the state already. Graduates of Brooklyn College prior to May 2020 are not eligible for the edTPA Safety Net.

- 1) ***Question: What do I need to do to be sure the ATS-W counts? (NEW Dec. 2020)***

After you have a passing ATS-W score listed on your TEACH account, and have an active/paid initial certificate application on file, and a recommendation for initial certification from the college, you can apply for the safety net by sending an email to [examsafetynet@nysed.gov](mailto:examsafetynet@nysed.gov). See page 9 for information on the college recommendation.

The email needs to include your first and last name as is appears in your TEACH account, either your date of birth or last four digits of your social security number, and you can request that the safety net be applied to your application. After receiving the email, the Office of Teaching Initiatives (OTI) staff will check that you were on the dean's list submitted to

OTI. If so, the staff will indicate on your certificate application that you are exempt from the edTPA requirement for certification.

You will still see the edTPA on the list of requirements since that is still an option. When you have completed your initial certificate requirements the edTPA will be credited. You may not see any other notes in your account to confirm that the edTPA will be credited.

In the spring of 2020, you should have received a letter from Helen Spencer [hspencer@brooklyn.cuny.edu](mailto:hspencer@brooklyn.cuny.edu) to confirm that the college sent your name to the NY State Dept. of Education Office of Teaching Initiatives (OTI) verifying that you could not complete your edTPA as a result of the COVID-19 Crisis and are eligible for the edTPA safety net. If so, you are on a list submitted by the EPP dean or dean's designee to OTI verifying that you completed a student teaching or similar clinical experience during the 2020-2021 academic year, and as such, you can take the ATS-W instead of the edTPA if you like.

The ATS-W must be taken by **Sept. 1, 2023** if you are using that test for the safety net, or sooner if needed for your employment.

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

Answer: You will need to withdraw from the edTPA and register for the ATS-W. Please see the information at [this link](#). All financial aid vouchers issued by NYSED can be used for ATS-W, you do not need to exchange them.

**3) *Question: If I'm eligible for the safety net, 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. The age group does not need to match, but should.

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**C. For students who graduated prior to May 2020 or those who want to complete the [edTPA in a Virtual Learning Environment](#):**

You will need to review the "[Guidance for edTPA in an Alternative Arrangement: Virtual Learning Environment](#)" document and familiarize yourself with the requirements before you discuss them with a professor or administrator and work together to determine if completing your edTPA in a Virtual Learning Environment VLE):

1. Is an appropriate and viable option for both you (the teacher candidate) and your students
2. A VLE will allow you to capture acceptable forms of authentic practice and relevant evidence to be scored according to the edTPA rubrics
3. The online learning platform will permit video recording of synchronous instruction and collection of other artifacts, such as student work samples.

You can join any workshops we offer. You can write to Prof. Stella Kyprianou for information on workshops  
[Stella.Kyprianou@brooklyn.cuny.edu](mailto:Stella.Kyprianou@brooklyn.cuny.edu)

For students currently enrolled in our programs:  
Please contact the professor for your student teaching class, and/or program advisor.  
You can also contact  
Physical Education: Laura Blitzer [LauraBlitzer@brooklyn.cuny.edu](mailto:LauraBlitzer@brooklyn.cuny.edu)  
Teaching Fellows/Teaching Collaborative: Roberto Martinez  
[Roberto.Martinez@brooklyn.cuny.edu](mailto:Roberto.Martinez@brooklyn.cuny.edu)

For students who have graduated:  
-You are considered an “Unaffiliated candidate” for the purpose of completing your edTPA.  
Pearson has [webinars to support applicants who are not currently enrolled in a program](#) .

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#### **D. Subject Area Certification Requirement and SOCE Application Deadline for Special Education Teachers Who Teach a Special Class in Grades 7-12**

A students with disabilities grades 7-12 generalist teacher can teach as a Consultant Teacher, Resource Room Teacher, Integrated Co-Teacher, or Special Class Teacher – All Students Under Alternate Assessment.

*You can ask your school administrators if you need the subject area extension for your work assignment. If you are working in a D75 School, your generalist title should be relevant as long as the students are under alternate assessment.*

Effective July 1, 2021, all special education teachers who teach one or more subject areas in a special class (self-contained class) in grades 7-12, with some or no students under alternate assessment, must either:

- be certified in each subject area that they teach, or
- meet the teaching experience requirement for the statement of continued eligibility (SOCE) and have an active SOCE application in the TEACH online system in each subject area that they teach.

If you have 18 credits in biology, chemistry, earth science, English, math, physics social studies, or a language, you can apply for a subject area extension. If you have a total of 18 credits (undergraduate and/or graduate) in one of those subjects, you can send your transcripts to Roberto Martinez so he can check if you are eligible for the extension. Email: [Roberto.Martinez@brooklyn.cuny.edu](mailto:Roberto.Martinez@brooklyn.cuny.edu)

[More information on special education assignments.](#)

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## For all certification candidates:

### Check your TEACH account--make sure your account includes the following

- Fingerprint records: If your records have not been received, [refer to these instructions](#)
- Workshops: if they are not listed, [refer to these instructions](#). Send any missing workshops to Teaching Fellows Docs [TeachingFellowsdocs@brooklyn.cuny.edu](mailto:TeachingFellowsdocs@brooklyn.cuny.edu)
- Applications: Transitional B or initial, marked paid, and emergency if you applied for that title.
- Institutional recommendation. If you graduated/completed your program, contact Dr. Roberto Martinez, Teaching Fellows Manager and Ellen Kreger, Administrative Asst. to Dean Bedford & Teaching Fellows. [Roberto.Martinez@brooklyn.cuny.edu](mailto:Roberto.Martinez@brooklyn.cuny.edu) and [EKreger@brooklyn.cuny.edu](mailto:EKreger@brooklyn.cuny.edu)
- Certification tests. If you have not passed the tests, see section A.

### *I. Question: how long does certification last?*

#### **Transitional B, Emergency COVID-19, Initial and Professional Certification**

Transitional B certification is valid for three years, or when you finish your master's degree, *which ever happens first*. After the college enters your college recommendation to your TEACH account to confirm your graduate degree, your Transitional B certification will be marked "expired" to match the date you completed your graduate degree. After that, the state can review your next certification application(s). As long as you have an application pending evaluation, this should not be a problem for your employment.

**Emergency COVID-19 Certificate:** If you have an Emergency COVID-19 certificate, you will need to complete the requirements for an initial certificate before the expiration date of the emergency certificate. Please see the details on the [NY State Dept. of Education Office of Teaching Initiatives \(OTI\) site](#) about a possible renewal.

**Initial Certification:** After you have initial certification, it will be valid for five years. If you do not complete the requirements for professional certification before your initial certificate expires, you will need to apply for a [time extension and/or initial reissuance certificate](#). Check the requirements for certification well before that time since requirements and rules may change.

**Professional Certification:** After completing three years of relevant paid teaching experience, in one of your titles or a combination, plus any other requirements needed at the time of your application such as INS Permanent Residence or U.S. Citizenship, you should be eligible for professional certification. There is a \$50 application fee as well. Same program code as listed above. Pathway for professional certification: Approved teacher preparation program – certificate progression

Work experience verification for professional certification: Your employer will need to verify three years of relevant work experience. If you already have professional certification and it was not confirmed recently, to save time, you should have your experience reconfirmed.

For experience completed within the state of New York, the preferred method for an employer to verify it is by entering a Superintendent Statement onto TEACH. If the employer cannot enter a Superintendent Statement, they need to send the appropriate “Verification of Paid Experience” form found here: <http://www.highered.nysed.gov/tcert/certificate/form.html>

The payroll secretary for your school can contact the HR director to send the work experience data to the state.

Information on the work experience requirements:  
<http://www.highered.nysed.gov/tcert/certificate/exp/home.html>

Information on the mentoring requirement:  
<http://www.highered.nysed.gov/tcert/resteachers/mentoringreq.html>

If you worked in a NYC DOE school, you can contact the NYC DOE Certification office to request that they send your mentored experience information to the state. You can write to [mentorverification@schools.nyc.gov](mailto:mentorverification@schools.nyc.gov). They will need to know your file number.

Professional certification does not expire although during that time [Continuing Teacher and Leader Education \(CTLE\) and registration](#) are required.

## ***II. Question: I applied for certification. How do I check the status of my application and what needs to be done?***

You will need to check your application status by going to your [NY State TEACH](#) account.

You can check the application details by going to the inquiry links, account information, certificates, applications, view evaluation history.

If you see that the application is “ready for review”, it has not been reviewed yet. Any items marked “unmet” or “deficient” by the automated system will need to be manually evaluated

You may see your application status change in stages. If your application status is “review complete pending information,” no action is required unless the state contacts you for information. Your tests or fingerprint records may be pending/not received, for example. You can open the evaluation history to check this.

Expedited service: School districts, charter, non-public schools or agencies that require certified personnel, may request expedited service for priority processing of certificate applications for candidates they are seeking to employ. More information:  
<http://www.highered.nysed.gov/tcert/resteachers/expedite.html>



If you get a “*Notice of Uncompleted Requirements*” for the initial certificate, it will list what is needed for that title. If you also applied for the Emergency COVID-19 certificate, when you get the notice of uncompleted requirements, you can check if the Emergency COVID-19 application has been issued or is pending final review, which indicates that it may be issued in a couple of days. The initial certificate will be confirmed after you pass the tests for that title.

**III. Question: *How long should I expect the certification process to take?***

Certification processing time depends on the workload at the NY State Dept. of Education Office of Teaching Initiatives (OTI). The sooner you finish your requirements and apply, the sooner your application may be evaluated.

College recommendations are added after the workshops and education are confirmed, starting usually no sooner than three weeks after the official graduation/program completion date. As long as you have an active application and requirements complete, this should not be a problem for your employment.

**IV. Question: *My certification expired. What do I do?***

If your requirements are done and your application is pending review, this should not be a problem for your employment.

School districts, charter, non-public schools or agencies that require certified personnel, may request expedited service for priority processing of certificate applications for candidates they are seeking to employ. More information:

<http://www.highered.nysed.gov/tcert/resteachers/expedite.html>

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

Please see the application instructions on [the Brooklyn College Educator Certification website](#). Apply using your [TEACH](#) account.

Program codes

- 31137 Students with disabilities grades 7-12
- 26810 English grades 7-12
- 26731 Students with Disabilities grades 1-6
- 26741 Biology grades 7-12

If you have not graduated, apply for Transitional B certification.

If you have graduated and have less than three years of experience, apply for initial certification.

If you graduated and have three or more years of experience, apply for initial certification first and then professional certification. You cannot skip applying for initial certification.



**VI. Question: What tests do I need and how do I find a test site and when will tests be available?**

You can check current requirements at [www.highered.nysed.gov/tcert](http://www.highered.nysed.gov/tcert). For the Transitional B and initial title, check Pathway Approved Teacher Preparation Program. You can check the [Brooklyn College Educator Certification website](#) for updates and information on the tests and test options.

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

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

Please contact the professor for your student teaching class, and/or Roberto Martinez, [Roberto.Martinez@brooklyn.cuny.edu](mailto:Roberto.Martinez@brooklyn.cuny.edu)

**VIII. Question: I graduated before June 2020 but I have not passed the edTPA and/or other tests . What are my options?**

Answer: You qualify for the COVID-19 Emergency Certificate. If you already graduated from Brooklyn College prior to June 2020, you are not eligible for the edTPA Safety Net.

*Question: Do I need to complete the Autism workshop?* Answer: you don't need that workshop if you were in a special ed program. It will be credited.

*Question: Do I need to send my transcripts to the state?* Answer: You don't need to send transcripts to the state if you have or will have a college recommendation for your title. This is true for the emergency certificate as well.

*Question: My Transitional B certificate is expiring. What do I do?* Answer: Time extensions may only be available only if you have not graduated. If you graduated, your next valid certificate will be the emergency or initial title.

*Question: I don't have a college recommendation yet on my TEACH account? How do I get that?* College recommendations are added after the workshops and education are confirmed, starting usually no sooner than about three weeks after the official graduation/program completion date. When your workshops degree have been confirmed, you can contact Dr. Roberto Martinez and Ellen Kreger, Administrative Asst. to Dean Bedford & Teaching Fellows. Email [Roberto.Martinez@brooklyn.cuny.edu](mailto:Roberto.Martinez@brooklyn.cuny.edu) and [EKreger@brooklyn.cuny.edu](mailto:EKreger@brooklyn.cuny.edu) for the recommendation for certification.

*Question: Is there any test prep?*

The Murphy Institute's LEAP to Teacher program will host [free online preparatory workshops](#) for the Teacher Performance Assessment (edTPA) as well, you can write to [Keenya.Browne@slu.cuny.edu](mailto:Keenya.Browne@slu.cuny.edu) for more information.

**IX. Question: I'm not receiving email notices. What should I do?**

If you are not already receiving e-mail from Brooklyn College at your preferred e-mail address, update your address by going to the BC WebCentral Portal, then navigating to My Info > My Email and Text Message Subscriptions. Select the option to subscribe to "news from institutional departments."

More Questions? If you have questions for me, please contact me by email. Please confirm your CUNYfirst EMPLID number or the last four digits of your Social Security number and your cohort.

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.

Best Regards,

Dr. Roberto Martinez

Teaching Fellows Program Manager

Website: <http://www.brooklyn.cuny.edu/web/academics/schools/education/certification.php>