How to Apply for NY State Certification

August, 2021

1. Check the instructions on the Brooklyn College Educator Certification website http://www.brooklyn.cuny.edu/web/academics/schools/education/certification.php including the
   • Student Information Sheet
   • Application information
2. Check the student information sheet for your program code and how to select your certificate

<table>
<thead>
<tr>
<th>Major</th>
<th>Childhood Education grades 1-6</th>
<th>Early Childhood Teacher, birth option for extensions. For Sp pg 9.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Award Title</td>
<td>Master of Science in Education</td>
<td>Complete two applications as follows</td>
</tr>
<tr>
<td>Select Area</td>
<td>Classroom Teacher</td>
<td>Classroom Teacher</td>
</tr>
<tr>
<td>Select Subject Area</td>
<td>Childhood Education</td>
<td>Early Childhood Education</td>
</tr>
<tr>
<td>Select Grade Level</td>
<td>Childhood Grades 1-6</td>
<td>Early Childhood Birth Grade 2</td>
</tr>
<tr>
<td>Select Title</td>
<td>Childhood Education Grades 1-6</td>
<td>PreK-12 all grades</td>
</tr>
<tr>
<td>Select Certification</td>
<td>Initial (and/or professional)</td>
<td>Initial (and/or professional)</td>
</tr>
<tr>
<td>Program Code</td>
<td>26826</td>
<td>26736</td>
</tr>
<tr>
<td>Pathway</td>
<td>Approved Teacher Preparation Program</td>
<td>Pathway: Approved Teacher Prep Program - Certificate Progression: for professional certification in the same subject</td>
</tr>
</tbody>
</table>

Note:
Undergraduate degree programs lead to initial certification.
Most graduate degree programs lead to initial and professional certification. You can check the student information sheet.
You will need to select initial certification if you have less than three years of relevant experience teaching your title, or another title, or a combination of your titles.
School counselors and school psychologists: select provisional certification if you have less than two years of relevant experience.
3. Go to www.highered.nysed.gov/tcert
Check the updates
Open TEACH Online Services

Log in to TEACH
Select TEACH online.
4. Be sure your information is correct before you apply. Check your registration status

Go to Home.

Don’t use the ← → options. If you ever need to start over, select Home.

Open Inquiry Links

Account Information,
Person Information: Review and update if needed

You can select one or more items and then “submit”

Select information you want to view

To view more than one category, press CTRL while clicking each category you want to see, then click Submit.
➢ If you graduated/finished your program, and if it is confirmed on CUNYfirst, do you have an “institutional recommendation”? If the recommendation is not recorded, you can contact me at hspencer@brooklyn.cuny.edu. You can apply for your title before the recommendation is recorded but it will save time for the evaluators if you apply after the recommendation is recorded. Exception: Summer 2021 graduates should apply before the recommendation is recorded if you need the Emergency COVID-19 title.

➢ Are your fingerprint records listed? Look for a line that states “We have received your fingerprint information from NYC” or “Your DCJS and FBI Records Have Been Received.” If not, process or release your fingerprint records.

➢ Workshops: School Violence Prevention, Identification of Child Abuse and the DASA workshops are required. Are your three workshops listed on your TEACH account, or do you have previous college recommendations for certification?

Yes: Your workshop requirement is done unless your college recommendations are dated before 2014. In that case, the DASA workshop is also required.

No: Please send the workshop certificates to Helen Spencer hspencer@brooklyn.cuny.edu. The Autism workshop is needed only in some cases.

More information:
5. Now you can apply for certification

Go to Home,

Don't use the options. If you need to start over, select Home.

Online Application, Apply for Certificate
Read the instructions, then select “next”

Apply for Certificate

Important Things to Know:

- An application is not complete until a payment has been submitted.
- Irregularities, changes before a payment is made, you will be required to satisfy the requirements in place when payments are made.
- Applications are valid for three years from the application date or two evaluations, whichever occurs first.
- Not all classroom-related certificates are available via all pathways. If you do not find the pathway you are looking for, the certificate may not be available through that pathway. For example, Early Childhood (Birth - Grade 2), Childhood Education (Grades K-3), Generalist in Middle Childhood Education (Grades 5-9) English Language Arts 5-9, English Language Arts 7-12 and Library are not available as first certificates using the individual evaluation pathway.
- All documents sent to the Office of Teaching Initiatives by you or on your behalf must include identifying information (your name as it is in TEACH, the last four digits of your social security number, and your date of birth).
- You will need access to a printer; this page is only available during the application submission.

Sections in this Application

- Verify/ Update Profile

What you need to complete the Profile section:

- Confirm your name (including title, prefixes, and suffixes). Your name in TEACH must match the name on your identification that you use to take your certification exam and get fingerprinted.
- Update your mailing address, email, and phone number(s). Your email address is required so the Office of Teaching can correspond with you.
- Confirm your U.S. Citizenship status (Y/N)
- Enter your education information. You must report all colleges/institutions that you attended after high school. It may be helpful to have your college transcripts available for reference.
- For New York State College Teacher Education Program completion, you need your college program code for the certificate you are applying for from your institution.

- Select Certificate (Do not know what to apply for? Search Certificate Requirement)

What you need to complete the Select Certificate section:

- The certificate area, subject area, grade level, title, type, and pathway.
- For New York State college teacher program completion, you need your college program code for the certificate you are applying for from your institution.

- Sign Affidavit

- Sign Application

- Application Transaction Summary

- Payment

What you need to complete the Payment section:

- A Credit Card, we only accept VISA or MASTERCARD.
- If you choose to mail in your payment (only checks made or U.S. Postal money orders) you will need access to a printer.

Already applied, but didn’t pay? Click the “Cancel” button below to go back to TEACH Home, and then select “Pay for Applications” in the “Payments Links” section.

Verify / Update Profile, then select “next”

Verify/Update Profile

To add or edit the information below, click the corresponding edit button. Please make sure the mailing address listed below is correct so that information we need to send to you will reach you. If you do not need to make any changes click the Next button.
If there is nothing to update, select “next” again.
You may have to select “next” a few times to get to the next screen.
Undergraduate degree programs lead to initial certification.

Most graduate degree programs lead to initial and professional certification. You can check the student information sheet.

You will need to select initial certification if you have less than three years of relevant experience teaching your title, or another title, or a combination of your titles.

School counselors and school psychologists: select provisional certification if you have less than 2 years of relevant experience.

Select the title as listed on the student information sheet.
Add Certificate(s)

Each certificate is treated as a separate application, with specific requirements associated with each certificate based on the type of certificate (Initial, Professional, etc.) and the evaluation pathway (Approved Program, Individual Evaluation, Reciprocity, etc.) through which you apply. Fees are assessed for each certificate requested and may differ depending on the type and pathway chosen.

Once you click the Add button, you will be asked a series of questions to help determine the appropriate evaluation pathway through which you should apply. After you have responded, TEACH may be able to determine the best pathway for your application. If a pathway cannot be determined, you will be taken to a page to choose from the remaining available pathways under which you may be evaluated. If you do not answer the questions correctly to determine your pathway, the processing of your application may be delayed.

You are only able to apply for one certificate at a time. If you are applying for your first Initial certificate, you must first apply for the certificate that you completed the edTPA for. If you would like to apply for more than one certificate, you will need to repeat the entire application process. You do not have to pay separately. You may submit your applications and return to the TEACH home page. Select Payment Links to pay for all of your applications at one time.

Please make your selections and then click the "Add" button.
Use the program code listed on the student information sheet

**Educational Preparation for this application only**

A. Have you completed, or are you enrolled in, a [New York State Approved Teacher Preparation Program](#) at a New York State College or University, which leads to the issuance of the New York State certificate for which you are applying based upon the recommendation of the college/university? Please enter the program code found on the Student Application Information Sheet provided to you by your college/university.

If you believe you completed an Approved Teacher Preparation Program at a New York State College or University and do not have a Student Information Sheet, do not continue with this application. Contact your New York State College or University. Applying under another pathway will delay the processing of your application as you do not have the ability to change the pathway after the application is submitted. You must contact the Office of Teaching Initiatives to have the pathway changed.

- **Enter Program Code:**
  - [ ] 2002
  - [ ] 2003
  - [ ] 2004
  - [ ] 2005
  - [ ] 2006

<table>
<thead>
<tr>
<th>Select</th>
<th>Institution</th>
<th>Award Title</th>
<th>Program Title</th>
<th>TEACH Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>CUNY</td>
<td>MASTER OF SCIENCE IN</td>
<td>CHILDHOOD EDUCATION TEACHER (GRADES 1-6)</td>
<td>Childhood Education (Grades 1-6) - Initial Certificate</td>
</tr>
<tr>
<td>☐</td>
<td>BROOKLYN COLLEGE</td>
<td>EDUCATION</td>
<td>CHILDHOOD EDUCATION TEACHER (GRADES 1-6)</td>
<td>Childhood Education (Grades 1-6) - Initial Certificate</td>
</tr>
</tbody>
</table>

☐ No, I have not completed, nor am I enrolled in, an Approved Teacher Preparation Program at a New York State College or University for this certificate and this type.

Click the little circle to select your title, then select “next”
Be sure the application and pathway you want is there, select “next”

Application pathways, for applications that match your certification program:
If are not certified in any title: Pathway Approved Teacher Preparation Program.

If applied for or are certified in another subject/age group: Pathway approved teacher preparation program – additional certificate

If you have initial certification in the same subject/age group and are now applying for professional certification and have a matching master’s degree: approved teacher preparation program-certificate progression.

More information:
Select “I want my application to be reviewed by the State Education Department”
You can pay and finish the application.
If you pay later, you will need to go to Home, Payment Links
Check the summary
You don’t have to send transcripts if you are applying for a tile that matches your Brooklyn College program.

Pay the fee.

Sometimes the application has a spinning wheel which keeps spinning for a long time.

If you like, you can close the application while the wheel is spinning and then check if your payment was received. You can check your TEACH account application and your bank account.
HOW TO CHECK your application status

Go to www.highered.nysed.gov/tcert

Select one or more items, submit

To view more than one category, press CTRL while clicking each category you want to see, then click the Submit button.
Here’s a sample of an issued certificate.

Issued: the certification title is now confirmed and you can be hired by public schools in New York! The TEACH Online Services system is the official record for all issued, expired, or revoked certificates. A paper certificate is not needed.

You can print out what you see on your account or take a screen shot.

In the example below, the application status is “review complete – Pending Information.” You can view evaluation history.
Open the latest entry in the evaluation history. In the sample below, some requirements are marked unmet. Any unmet or deficient requirements must be checked manually by an evaluator. Check if there was a manual evaluation or not.

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Current Status</th>
<th>Evaluated By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completion of a NYS Registered Program - Childhood Education</td>
<td>Verified Met</td>
<td>OT</td>
</tr>
<tr>
<td>(Grades 1-6)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Institutional Recommendation - Childhood Education (Grades 1-5)</td>
<td>Verified Met</td>
<td>OT</td>
</tr>
<tr>
<td>New York State Teacher Certification Exam - Educating All Students Test (EAS)</td>
<td>Verified Met</td>
<td>OT</td>
</tr>
<tr>
<td>Content Specialty Test (CST) - Multi-Subject or Multi-Subject: Teachers of Childhood (Grade 1 - Grade 6)</td>
<td>Unmet</td>
<td>OT</td>
</tr>
<tr>
<td>edTPA - Elem Ed OR Elem Ed: Lit w/ Math Task 4 OR Elem Ed: Math w/Lit Task 4</td>
<td>Unmet</td>
<td>OT</td>
</tr>
<tr>
<td>Workshop - Dignity For All Students Act</td>
<td>Verified Met</td>
<td>OT</td>
</tr>
<tr>
<td>Fingerprint Clearance</td>
<td>Verified Met</td>
<td>OT</td>
</tr>
</tbody>
</table>

- If you are eligible for the edTPA safety net:
- After you have a passing ATS-W score listed on your TEACH account, a recommendation for certification, and have an active/paid initial certificate application on file, you can “apply” for the safety net by sending an email to examsafetynet@nysed.gov.
- 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. You can request that the safety net be applied to your application.
- After receiving the email, the Office of Teaching Initiatives (OTT) staff will check that you were on the dean’s list submitted to OTT. 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.
For some applications, the state will need transcripts and any documents listed

- Individual evaluation pathway
- Additional Classroom Teaching Certificate (Must hold a valid certificate) pathway

*For applications using the Approved Teacher Preparation program pathway, transcripts and documents should not be needed.*

Questions:
You can contact Helen Spencer, Certification Officer, Brooklyn College

[link to email]

Tel. 718-951-5000 x3946

Any suggestions or feedback? Let me know.