

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

The screenshot shows the Brooklyn College website's Educator Certification page. The navigation bar at the top includes links for ABOUT, ACADEMICS, ADMISSIONS, CAMPUS LIFE, NEWS & MEDIA, ATHLETICS, and SUPPORT BC. Below the navigation bar, there's a search bar and a list of links: BC WebCentral, We Stand Against Hate, Calendar, Offices and Services, Library, Career Services, Honors Academy, and Special Programs. The main content area is titled 'Educator Certification' and includes a section for 'Updates for New York State Certification Related to COVID-19'. A sidebar on the right lists various resources, with 'Student Information Sheet (PDF)' highlighted by a green circle.

- + Complete Your Education Requirement
- + Complete Your Certification Tests
- + Complete Your Mandated Workshops
- + Complete Your Fingerprint Clearance Documentation
- + Pay for Your Application for New York State Certification
- + What's Next

2. Check the student information sheet for your program code and how to select your certificate

Brooklyn College The City University of New York

STUDENT INFORMATION SHEET

Go to www.highered.nysed.gov/tcert. Log in. Go to online application.
 -Verify and update your profile.
 -Select the certification area related to your degree/program.
 -You can double check your program by going to Brooklyn College home, Academics, Graduate

GRADUATE PROGRAMS

Major	Childhood Education grades 1-6	Childhood Education grades 1-6 with Bilingual Extension	Early Childhood Teacher, birth option for extensions. For Sp page 9.
Award Title	Master of Science in Education	Master of Science in Education Complete two applications as follows	Master of Science in Education Complete two applications ONL Check the bulletin to be sure.
Select your Area of Interest	Classroom Teacher	Classroom Teacher	Other extensions Classroom Teacher Classro
Select your Subject Area	Childhood Education	Childhood Education	Bilingual education Early Childhood Education Early Cl
Select the Grade Level	Childhood Grades 1-6	Childhood Grades 1-6	PreK-12 all grades Early Childhood Birth-Grade 2 Early Cl Grade 2
Select the Title	Childhood Education Grades 1-6	Childhood Grades 1-6	Bilingual education extension Early Childhood Education Birth-Grade 2 Student Birth - g
Select certificate	Initial (and/ or professional)	Initial (and/ or professional)	Initial extension annotation (and/ or professional) Initial (and/ or professional) Initial (a professi
PROGRAM CODE	26826	26823. Use this code for both applications.	26736 26736.1 7101T, 7113T, 1
PATHWAY -->	Pathway: Approved Teacher Preparation Program: if you do not have certification yet for any su Pathway: Approved Teacher Prep Program - Certificate Progression: for professional certificac graduate program in the same subject Pathway: Approved Teacher Prep Program - Additional Certificate: if your are certified and your Select: I want my application to be reviewed by the State Education Department.		

Sheet updated January 2020

Please help reduce our impact. Do not print this document unless absolutely necessary.

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.

- Go to www.highered.nysed.gov/tcert
Check the updates
Open TEACH Online Services

Log in to TEACH

Please login after reading the Acceptable Use Policy below

 NY.gov ID

Username:

Password:

Sign In

Forgot your [Username](#) or [Password](#)

[NY.gov ID - Terms of Service](#)

Select TEACH online .

You have access to the following applications




TEACH online

4. Be sure your information is correct before you apply.
Check your registration status

Registration Status

To change your registration status click [here](#)

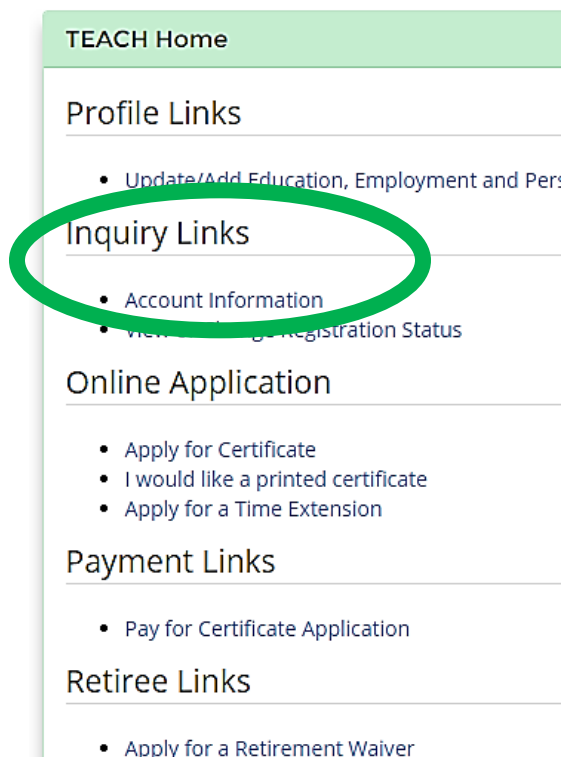
Go to Home .

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

Person Information
Name
SSN
Teacher Id
Address
Address Created
Update Person Info

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

Education
Work Experience
Certificates
Correspondence
Contact History
Fingerprinting
Test Scores
Workshops
Superintendent Statements
College Recommendations
Retirement

[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:

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BC WebCentral We Stand Against Hate Calendar Offices and Services Library Career Services Honors Academy Special Programs

Prospective Students Current Students Faculty & Staff Alumni & Friends

Home > Academics > Schools > School of Education > Educator Certification

Educator Certification

The Brooklyn College Preparation Programs lead to New York State certification.

Refer to this website and to the Office of Teaching Initiatives site for current information, as regulations may change over time. It is important to double check all information. The information on this website is based on current resources from the New York State Department of Education Office of Teaching Initiatives (OTI) to the best of our present knowledge. Certification rules and procedures are subject to change and confirmation of the requirements for certification are based on the date of an evaluation by OTI.

Updates for New York State Certification Related to COVID-19

Please refer to the Office of Teaching Initiatives site.

Emergency COVID-19 Certificate Requirement Deadlines Extended to September 1, 2021. This certificate, if granted, will be valid for **two years**.

(new) edTPA Safety Net. The edTPA safety net has been extended, and is now available for eligible candidates spring 2020.

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GRADUATE DEPARTMENTS

EDUCATOR CERTIFICATION

Professional Fees

New York State Certification Requirements and Material




Mandated Workshops for All School Professionals

Student Information Sheet (PDF)

Fingerprint Verification

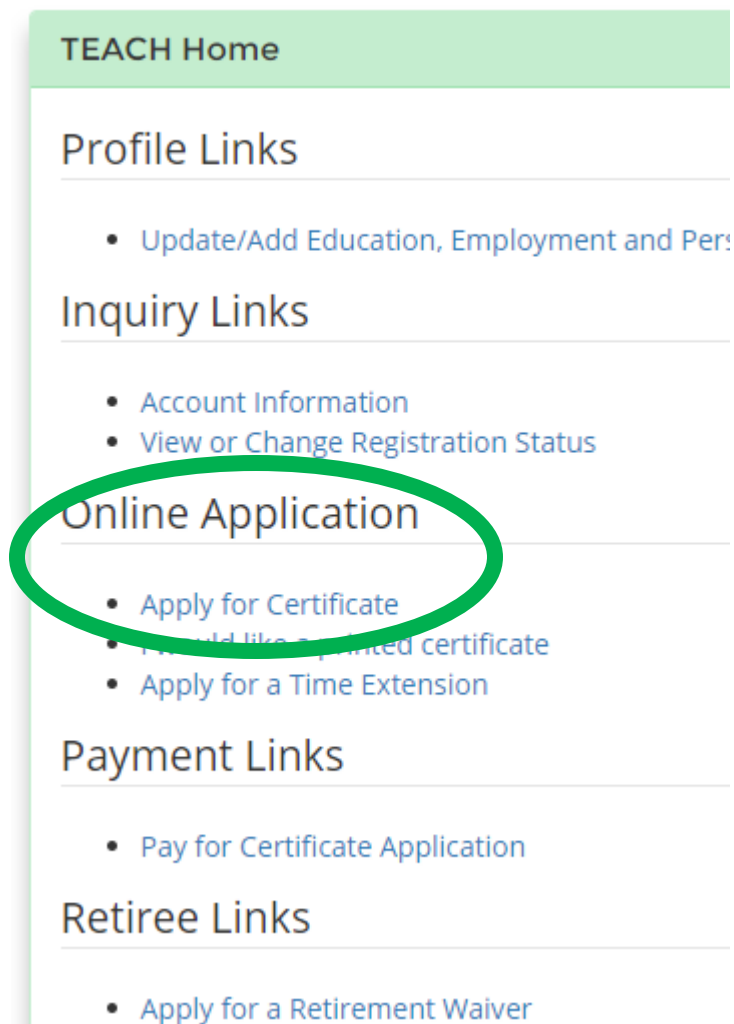
5. Now you can apply for certification

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.
- If regulations change before a payment is made, you will be required to satisfy the requirements in place when payment is made.
- Applications are valid for three years from the application date or two evaluations, whichever occurs first.
- Not all classroom teaching 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 1-6), Generalist in Middle Childhood Education (Grades 5-9), English Language Arts 5-9, English Language Arts 7-12 and Literacy 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 spelling, prefixes, and suffixes. Your name in TEACH must match the name on your identification that you use to take your certification exams 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 in 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 completers only, 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 of certificate (Initial, Level II), and pathway.
- For New York State College Teacher Program completers only, 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 cashier's check or U.S. Postal money order) 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.

Cancel

Next

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.

Step 1 -
Verify /
Update
Profile

Step 2 -
Select
Certificate(s)

Step 3 -
Sign
Affidavit

Step 4 -
Confirm
and Sign
Application

Step 5 -
Make
Payment

Personal Information

Name
Date of Birth
Email

Home Phone
US Citizen

Edit Personal Info

Education Information

Edit Education

Employment Information

Edit Employment

Previous


Cancel

Next

If there is nothing to update, select “next” again.

You may have to select “next” a few times to get to the next screen.

You will select your certificate as shown in the Student Information Sheet



STUDENT INFORMATION SHEET

Go to www.highered.nysed.gov/tcert. Log in. Go to online application.
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PATHWAY --> Pathway: Approved Teacher Preparation Program: if you do not have certification yet for any su
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 a graduate program in the same subject
 Pathway: Approved Teacher Prep Program - Additional Certificate: if your are certified and your

Select: I want my application to be reviewed by the State Education Department.

Sheet updated January 2020

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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.

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.

New Certificates and Applications

Select your Certificate Title

Select your Area of Interest

Classroom Teacher

Select your Subject Area

Childhood Education

Select the Grade Level

Childhood - Grades 1-6

Select the Title

Childhood Education (Grades 1-6)

Select your Certificate Type

Select the Type of Certificate

---Select---

---Select---

Conditional Initial (1 Year)

Emergency COVID-19

Initial Certificate

Initial Reissuance

Internship Certificate

Professional Certificate

Residency Certificate

Supplementary Certificate

Transitional B Certificate

Transitional C Certificate

Transitional G Certificate

Transitional J Certificate

Certificates and Applications on File

Please make your selections and then click the "Add" button.

Add

Add

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

26826

Submit

Select	Institution	Award Title	Program Title	TEACH Title
<input type="radio"/>	CUNY BROOKLYN COLL	MASTER OF SCIENCE IN EDUCATION	CHILDHOOD EDUCATION TEACHER (GRADES 1-6)	Childhood Education (Grades 1-6) - Initial Certificate

☐ 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.

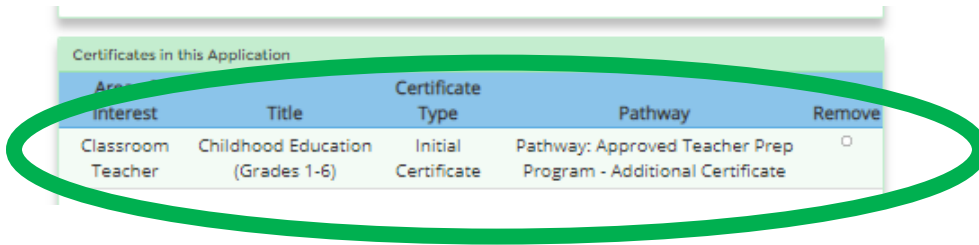
Previous

Cancel

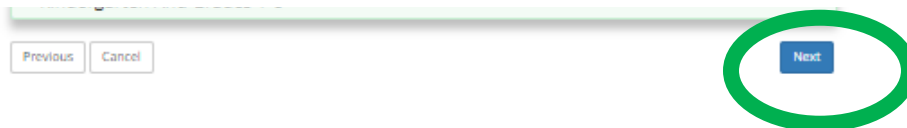
Next

Click the little circle to select your title, then select “next”

Be sure the application and pathway you want is there, select “next”



Area of Interest	Title	Certificate Type	Pathway	Remove
Classroom Teacher	Childhood Education (Grades 1-6)	Initial Certificate	Pathway: Approved Teacher Prep Program - Additional Certificate	<input type="checkbox"/>



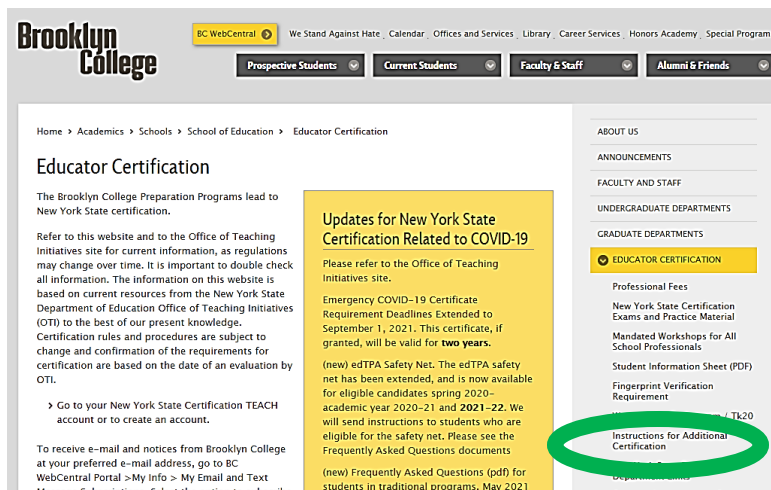
Application pathways, for applications that match your certification program:

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:



Brooklyn College

BC WebCentral | We Stand Against Hate | Calendar | Offices and Services | Library | Career Services | Honors Academy | Special Programs

Prospective Students | Current Students | Faculty & Staff | Alumni & Friends

Educator Certification

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➤ Go to your New York State Certification TEACH account or to create an account.

To receive e-mail and notices from Brooklyn College at your preferred e-mail address, go to BC WebCentral Portal > My Info > My Email and Text Message Subscriptions. Select the option to subscribe.

Updates for New York State Certification Related to COVID-19

Please refer to the Office of Teaching Initiatives site.

Emergency COVID-19 Certificate Requirement Deadlines Extended to September 1, 2021. This certificate, if granted, will be valid for **two years**.

(new) edTPA Safety Net. The edTPA safety net has been extended, and is now available for eligible candidates spring 2020-academic year 2020-21 and 2021-22. We will send instructions to students who are eligible for the safety net. Please see the Frequently Asked Questions documents

(new) Frequently Asked Questions (pdf) for students in traditional programs, May 2021

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New York State Certification Exams and Practice Material

Mandated Workshops for All School Professionals

Student Information Sheet (PDF)

Fingerprint Verification Requirement

Instructions for Additional Certification

Select "I want my application to be reviewed by the State Education Department"

Step 1 -
Verify /
Update
Profile

Step 2 -
Select
Certificate(s)

Step 3 -
Sign
Affidavit

Step 4 -
Confirm
and Sign
Application

Step 5 -
Make
Payment

Step 2 - Select Certificate(s)

If you live in or are seeking employment in a school district served by a local Board of Cooperative Educational Services (BOCES), your application may be evaluated either by the New York State Education Department or by your local BOCES Regional Certification Offices.

Personal Information

Name

Date of Birth

Gender

Review Type

Please select an option:
☐ I want my application to be reviewed by the State Education Department

BOCES Institutions

Name of BOCES Institution	Address	Phone
No Matching Records Found		

Previous

Cancel

Next

Step 3 - Sign Affidavit

Digital Signature

By **signing** this affidavit, I confirm that all the information I provided is true and contains no misrepresentation or falsehoods.

Signed under penalty of perjury.

Previous

Cancel

Sign Affidavit

Step 3 - Confirm and Sign Application

Step 1 - Verify / Update Profile

Step 2 - Select Certificate(s)

Step 3 - Sign Affidavit

Step 4 - Confirm and Sign Application

Step 5 - Make Payment

Personal Information

Name

Date of Birth

Gender

Click Previous to change anything in your application.

Click Sign Application to submit your application and continue.

You have applied for the following certificate(s) in this session

Area of Interest	Certificate Type	Title	Application Fee
Classroom Teacher	Initial Certificate	Childhood Education (Grades 1-6)	\$50.00 USD
Total			\$50.0 USD

I hereby certify that all the statements, attestations, information, and data contained in this application are true and accurate. I also understand that the authorized electronic signature (User ID and password) used to submit this application has the same legal validity and enforceability as a written signature. I understand that any deliberate misstatements contained in this application may be grounds for action against me.

Signed under the penalty of perjury.

Previous

Cancel

Sign Application

You can pay and finish the application.

If you pay later, you will need to go to Home, Payment Links

Check the summary

Application Transaction Summary

You may print this page for your records.

Dear Helen E. Spencer,

We have received your application for the following certificate(s). Please review the following steps to complete the application process and learn how to monitor the status of your application.

- Classroom Teacher, Initial Certificate, Childhood Education (Grades 1-6)

Application Process

Step #1 - Complete your application by submitting the application fee.

You can pay the application fee on the following page. Unpaid applications are incomplete and do not go in line for review. Application requirements are determined by the date the application was completed. Paid applications are valid for 3 years from the date they were submitted, or two manual evaluations, whichever comes first. Unpaid applications remain pending for three months and are then withdrawn. Requirements are subject to change.

Step #2 - Research the requirements for this certificate.

It is your responsibility to research the certificate requirements and complete them in order to become certified. To research the requirements for any certificate, log into your TEACH account, click on "Search Certification Requirements" at the top of the screen, select the certificate, and click "Search". The search will provide one or more pathways for the certificate. After you choose the pathway that you wish to pursue, click on each requirement link for further information.

Step #3 - Submit the necessary documentation.

- After researching the requirements for your application, you will know which documents must be submitted to the Office of Teaching Initiatives (OTI).
- All documentation sent to OTI must include your full name exactly as it appears in your TEACH account and either the last 4 digits of your social security number or your date of birth.
- For information about how to submit specific documents go to: <http://www.highered.nysed.gov/teach/submitdocs.html>
- You can view all documents that have been entered in your TEACH account by viewing the Documents table in the Correspondences section.

Step #4 - Check the status of your application.

The directions for checking the status of your application are available at: <http://www.highered.nysed.gov/teach/certificate/checkstatus2.html>

We recommend reviewing the OTI website throughout the application process and your career, which has the answers to many questions and can be found at: <http://www.highered.nysed.gov/teach/contact>. Information for OTI is available at: <http://www.highered.nysed.gov/teach/contact.html>

Thank you for applying for New York State certification.

Print

Next

You don't have to send transcripts if you are applying for a tile that matches your Brooklyn College program.

Pay the fee.

Payments

Personal Information

Name	Helen L. Spencer	SSN	***-**-0091
Date of Birth	08/21		
Gender	Female		

- You may pay for your applications by Credit Card.
- Payment by Credit Card: You must pay for certificates separately from your TEACH print application. Select your application from the list below and click the Submit button.
- Payment by Coupon: You must select one application at a time to print the coupon for. If you had applied for more than one certificate at one time, they may be on the same coupon. If not, you will be able to return to this page and select another application to print a coupon for.
- Once you have made your selection click Submit button below, or click Cancel to return to Teach Home.

Payment by Credit Card

Select	Description	Amount Due
<input type="checkbox"/>	Childhood Education (Grades 1-6), Initial Certificate	\$50.00

Submit

Payment by Coupon

Select	Description	Amount Due
<input type="checkbox"/>	Childhood Education (Grades 1-6), Initial Certificate	\$50.00

Submit

Cancel

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

Home



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

Education

Work Experience

Certificates

Fingerprinting

Test Scores

Workshops

Superintendent Statements

College Recommendations

Retirement

Submit

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.

Credential	Status	Type	Date	Exp. Date	Date	Number
Childhood Education (Grades 1-6), Emergency COVID-19	Issued	CERTIFICATE	06/26/2021	08/31/2023	N/A	1507387211

Showing 1 to 1 of 1 entries

Previous 1 Next

In the example below, the application status is “review complete – Pending Information.” You can view evaluation history.

Applications								
Show 10 entries		Search:						
Credential	Cert Path	Application Type	Status	Application Date	Ready For Review Date	Evaluation History	Discipline Hold?	Application Paid?
Childhood Education (Grades 1-6), Initial Certificate	Pathway: Approved Teacher Preparation Program 05/01/2014	Certificat	Review Complete - Pending Information	5/14/2021	N/A	View Evaluation History	N	Y

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.

Pathway: Approved Teacher Preparation Program 05/01/2014		
Requirement	Current Status	Evaluated By
Completion of a NYS Registered Program - Childhood Education (Grades 1-6)	Verified Met	OT
Institutional Recommendation - Childhood Education (Grades 1-6)	Verified Met	OT
New York State Teacher Certification Exam - Educating All Students Test (EAS)	Verified Met	OT
Content Specialty Test (CST) - Multi-Subject or Multi-Subject: Teachers of Childhood (Grade 1 - Grade 6)	Unmet	OT
edTPA - Elem Ed OR Elem Ed: Lit w/ Math Task 4 OR Elem Ed: Math w/Lit Task 4	Unmet	OT
Workshop - Dignity For All Students Act	Verified Met	OT
Fingerprint Clearance	Verified Met	OT

- 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 (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.

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

hspencer@brooklyn.cuny.edu

Tel. 718-951-5000 x3946

Any suggestions or feedback? Let me know.

