How check the status of your application

September 2021

Go to www.highered.nysed.gov/tcert

Check the updates
Open TEACH Online Services
Please login after reading the Acceptable Use Policy below

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
Open Inquiry Links

Account Information,

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<th>Inquiry Links</th>
<th>Profile Links</th>
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<tr>
<td></td>
<td>Update/Add Education, Employment and Per</td>
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<td>Account Information</td>
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<td>View of Change Registration Status</td>
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<th>Online Application</th>
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<tr>
<td>Apply for Certificate</td>
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<td>I would like a printed certificate</td>
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<td>Apply for a Time Extension</td>
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<th>Payment Links</th>
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<td>Pay for Certificate Application</td>
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<th>Retiree Links</th>
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<td>Apply for a Retirement Waiver</td>
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Select one or more items and then “submit”

Select information you want to view

➢ Education: self reported, you can enter this. Verified: you cannot enter this

➢ Work experience: you can add this. It will be relevant for professional/permanent certification. You cannot report a date in the future. You cannot edit this after you submit as far as I know.

➢ Certificates

Issued: the certification is now official and you can be hired! 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 includes application paid: Y (yes) and “not ready for review.” You can view evaluation history.

Open the most recent item in the “history.” In the example below, there is a payment. You can click on the items in the history for more information.

After you open the items in the history, you may see something like this:

1. Will be confirmed by #2
2. Will be recorded after your program and workshops are confirmed
3. Test data is reported by Pearson
4. Workshops: The School Violence Prevention and Identification of Child Abuse workshops are also required – see below
5. Fingerprint clearance – see below

Tests: If you have your certification test scores reports and if your scores are not recorded on your TEACH account, you can contact NYSTCE (Pearson) at: (800) 989-8532. All account information in your NYSTCE (Pearson) account must match exactly what is listed in your TEACH account.
edTPA Safety net: This is an option for students who completed/will complete a student teaching class spring-summer 2020, academic year 2020-21 or 2021-2022 at Brooklyn College, or meet the other requirements listed on the state site and who want to take the ATS-W instead of sending in the edTPA portfolio.

- You can check the edTPA safety net instructions at www.highered.nysed.gov/tcert for more information.
- The state has received the list of students who are eligible for the safety net according to the state’s guidance. Helen Spencer sent or will send a confirmation letter to the students who are eligible for the safety net. You will not see a note in your account about this since the list will be referenced in a separate step. For the fall 2021 and spring 2022 terms, Helen Spencer will send a confirmation letter to students about a month after classes start.
- If you get a “Notice of Uncompleted Requirements for Certification” it will list the edTPA as a requirement since that is still an option.
- After you have a passing ATS-W score listed on your TEACH account, 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, 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.

If you do not see a manual review in the “history” section, there has not been an evaluation yet.

Any items marked “unmet” or “deficient” by the automated system will be manually evaluated or the data will be added after it is received.

Applications are evaluated in the order in which they enter “ready for review.”
➢ Correspondence. You can see if documents are recorded

➢ College recommendation: If you graduated/completed your program and if your workshops are done, you can contact Helen Spencer hspencer@brooklyn.cuny.edu
   If you are in the Teaching Fellows/Teaching Collaborative program, contact Dr. Martinez and Ellen Kreger Roberto.Martinez@brooklyn.cuny.edu; EKreger@brooklyn.cuny.edu

➢ Are your workshops listed?
   1. School Violence Prevention
   2. Identification of Child Abuse
   3. DASA
   The Autism workshop is needed only for some cases.

If not: do you have a previous recommendation?
If there is a previous recommendation, then the workshops required at the time were credited.
2001 – 2013 School Violence Prevention and Identification of Child Abuse
2014: all three

If you don’t have a college recommendation and if you graduated/finished your program and if the workshops are not on your account and if your workshops are not credited based on a previous college recommendation: send your workshop certificates to Helen Spencer hspencer@brooklyn.cuny.edu
If you are in the Teaching Fellows/Teaching Collaborative program, contact Dr. Martinez and Ellen Kreger Roberto.Martinez@brooklyn.cuny.edu; EKreger@brooklyn.cuny.edu
➢ Are your fingerprints listed? If not, process or release them

More information:

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.

For some applications, documents are needed:

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

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

Questions:
You can contact Helen Spencer, Certification Officer, Brooklyn College hspencer@brooklyn.cuny.edu
Tel. 718-951-5000 x3946

If you are in the Teaching Fellows/Teaching Collaborative program, contact Dr. Martinez and Ellen Kreger Roberto.Martinez@brooklyn.cuny.edu; EKreger@brooklyn.cuny.edu