

How check the status of your application

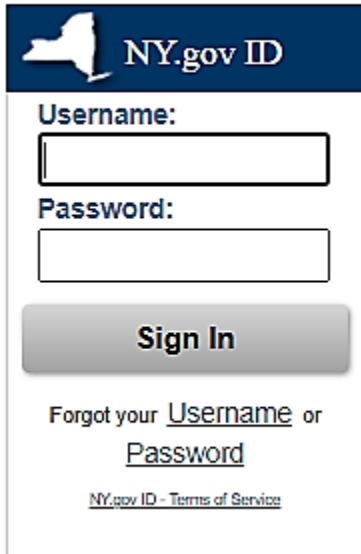
September 2021

Go to www.highered.nysed.gov/tcert

Check the updates
Open TEACH Online Services

The screenshot shows the NYSED Higher Ed OTI website. At the top, there is a navigation bar with the NYSED logo and the text "Office of Teaching Initiatives". Below this, there are several menu items: "Educator Resources", "Certification", "Fingerprinting", "TEACH System", and "Topics A-Z". A search bar is also present. The main content area features a "Welcome to the Office of Teaching Initiatives Website" message and a "COVID-19 Updates" section. The updates include links to "First Aid and CPR Certification Flexibility for Coaches in Response to the COVID-19 Crisis Memo" (dated 5/4/2021), "First Aid and CPR/AED Additional Certification Flexibility for Coaches" (dated 12/10/20), and "Professional Coaching Certificate Flexibility" (dated 10/20/20). A "TEACH Online Services" button is highlighted with a green circle. Below the updates, there is a "Login to TEACH" button, also highlighted with a green circle. At the bottom, there are three columns of links for "TEACH help Links": "Create a NY.gov TEACH account", "Add TEACH to a NY.gov account", and "Employer, Administrator & College Access".

Please login after reading the Acceptable Use Policy below



The login form for NY.gov ID is contained within a white box with a dark blue header. The header features a white outline of the state of New York and the text "NY.gov ID". Below the header, there are two input fields: "Username:" followed by a rectangular text box, and "Password:" followed by another rectangular text box. A grey button with the text "Sign In" is positioned below the password field. Underneath the button, there are two links: "Forgot your Username or Password". At the bottom of the form, there is a small link that reads "NY.gov ID - Terms of Service".

Select TEACH online .



The application selection interface consists of a teal header bar with the text "You have access to the following applications". Below this header, there is a horizontal list of application options. Each option is represented by a light blue bar. The option "TEACH online" is highlighted with a green oval. To the left of the "TEACH online" bar, there are two other light blue bars, but they are empty.

Open Inquiry Links Account Information,

The image shows a screenshot of the TEACH Home page. The page has a green header with the text 'TEACH Home'. Below the header, there are several sections of links, each separated by a horizontal line. The sections are: 'Profile Links' with a bullet point 'Update/Add Education, Employment and Per:'; 'Inquiry Links' (this section is circled in green) with two bullet points: 'Account Information' and 'View or Change Registration Status'; 'Online Application' with three bullet points: 'Apply for Certificate', 'I would like a printed certificate', and 'Apply for a Time Extension'; 'Payment Links' with one bullet point: 'Pay for Certificate Application'; and 'Retiree Links' with one bullet point: 'Apply for a Retirement Waiver'.

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

- 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.

| 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 includes application paid: Y (yes) and “not ready for review.” You can view evaluation history.

| Credential | Cert Path | Application Type | Status | Application Date | For Review Date | Evaluation History | Discipline Hold? | Application Paid? |
|----------------------------------|---|------------------|----------------------|------------------|-----------------|-------------------------|------------------|-------------------|
| Visual Arts, Initial Certificate | Pathway: Approved Teacher Preparation Program 05/01/2014 | Certificate | Not Ready For Review | 04/12/2021 | N/A | View Evaluation History | N | Y |

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

| Certificate Classroom Teacher Initial Certificate Visual Arts | | |
|---|---------------|---------------------|
| History | | |
| History Type | Reviewer Name | Date of Evaluation |
| Payment | AUTH_SERV | 04/12/2021 21:23:21 |

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

| Requirement | Status | By | Status/Cr |
|--|--------------|----|-----------|
| Completion of a NYS Registered Program - Students With Disabilities (Birth-Grade 2) | Verified Met | OT | _____ |
| Institutional Recommendation - Students With Disabilities (Birth-Grade 2) | 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 Early Childhood (Birth-Grade 2) | Unmet | | _____ |
| Content Specialty Test (CST) - Students With Disabilities or Safety Net Students With Disabilities | Verified Met | OT | _____ |
| edTPA - Special Education | Unmet | | _____ |
| Workshop - Dignity For All Students Act | Verified Met | OT | _____ |
| Fingerprint Clearance | Unmet | | _____ |

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. DASAThe 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:

The screenshot shows the Brooklyn College website. The top navigation bar includes links for ABOUT, ACADEMICS, ADMISSIONS, CAMPUS LIFE, NEWS & MEDIA, ATHLETICS, and SUPPORT BC. Below this is the Brooklyn College logo and a search bar. The main content area is titled 'Educator Certification' and includes a breadcrumb trail: Home > Academics > Schools > School of Education > Educator Certification. The page text states: '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.' A yellow callout box contains the following text: '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 starting 2020.' A green circle highlights the 'EDUCATOR CERTIFICATION' link in the right-hand navigation menu, which also lists other links like Professional Fees, New York State Certification Exams and Practice Material, Mandated Workshops for All School Professionals, Student Information Sheet (PDF), and Fingerprint Verification.

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

