April 19, 2022

FREQUENTLY ASKED QUESTIONS for students and alumni in traditional undergraduate or graduate certification programs.

If you are or were in a Transitional B certification program such as the NYC Teaching Fellows/Teaching Collaborative/Pathways to PE, please contact Dr. Martinez, Teaching Fellows manager and Ellen Kreger, Administrative Assistant to Dean Bedford & Teaching Fellows. Email: Roberto.Martinez@brooklyn.cuny.edu and EKreger@brooklyn.cuny.edu

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 This information may be updated and superseded.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.

For all teacher candidates:
The edTPA requirement has been eliminated.  
Announcement  
Frequently Asked Questions

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

A. I have not passed all of my tests for my title and am otherwise eligible for my title on or before Sept. 1, 2022: Emergency COVID-19 certificate (See pages 1-3)  
B. I have a voucher or paid for the edTPA or ATS-W. What do I do now that those tests are not required? (page 4)  
C. 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 (page 4)

For more Frequently asked questions, see pages 4+
A. The Emergency COVID-19 certificate is available if you have not passed the tests for your title, and are otherwise eligible for non-emergency/initial/professional certification and/or graduate/graduated on or before Sept. 1, 2022. Applicants must meet all requirements for the non-emergency certificate, other than the exam requirement(s), on or before September 1, 2022.

The non-emergency certificates for classroom teachers are initial and professional.

The non-emergency certificates for school counselors and school psychologists are bilingual provisional and permanent certification. These titles are (Pupil Personnel Service) PPS titles.

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 two years while taking and passing the required exam(s) for the certificate or extension sought.

The Emergency COVID-19 certificate cannot be renewed.

For the Emergency COVID-19 title, all requirements for the title, except the tests, must be done on or before Sept. 1, 2022. For certification related to your college program, you will need a College Recommendation in TEACH listing a recommendation for the title with a graduation/program completion date for the title that is dated on or before September 1, 2022. The College Recommendation may be entered by the college in TEACH after September 1, 2022, and the applications may be evaluated after that date as well.

- The requirements need to be done on or before Sept. 1, 2022 including your education, workshops, fingerprint records and two applications.

2) Question: How do I know if I may be eligible for the Emergency COVID-19 certificate? You must complete the education for your title on or before Sept. 1, 2022 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, 2022.

- You should check your Degreeeworks 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 to let them know. They will alert your auditor and contact you. Your graduation depends on many factors. You can ask if you are eligible for an earlier graduation date (retroactive graduation.)
3) **Question: How do I apply for the Emergency COVID-19 certificate?**

- Two applications are required on before September 1, 2022: First, you will need to apply and pay the $50 fee for the initial and/or professional/ non-emergency certificate before Sept. 1, 2022. After you finish that application, apply for the Emergency COVID-19 title before Sept. 1, 2022, no fee. Apply early to allow processing time if possible.

- How to apply: Apply using the TEACH application menu. You can check the Student Information Sheet for details. After you apply and pay for the non-emergency certificate, apply again using the TEACH application menu, and select certificate Emergency COVID-19. For bilingual school counselor and school psychologist candidates, you can also apply for the counseling and school psychologist title , then the relevant bilingual and Emergency COVID-19 titles.

- **You can see instructions on this document (pdf).**

- **You can watch this video** which explains how to apply and how to check your application.

- When to apply: We recommend that you apply for both the Emergency and non-emergency titles and pay for your application(s) well before the Sept. 1, 2022 deadline.

- Pathway 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 undergraduate or graduate programs. If not, see the instructions on page eight.

**Question: My graduation audit is not recorded on DegreeWorks. I should be graduating on or before Sept. 1, 2022. 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. They will alert your auditor and contact you. Your graduation/program completion depends on many factors which the Degree Audit staff must check. You can ask if you are eligible for an earlier graduation date (retroactive graduation.)
B. I have a voucher or paid for the edTPA or ATS-W. What do I do now that those tests are not required?

If after registering for an NYSTCE test you want to withdraw your registration, you may log into your account at www.nystce.nesinc.com, select “Current Registrations” and use the “Withdraw” link provided.

If a voucher was used at the time of registration, the balance of the voucher will be restored and may be used toward another test registration as long as the voucher has not expired. Voucher codes can only be used for a single registration, for a test taken on one day, not multiple days or tests. If you want to take a multi-subject test, you can take all parts needed on one day only, you cannot take parts of that test on different days.

For help with your test registration, you can contact Pearson.

C. 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.

More information on special education assignments.
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.
- Applications: marked paid, and emergency if you applied for that title.
- Institutional recommendation. Graduation/program completion may be confirmed by Degree Audit three weeks or more after your official program completion date. If you graduated/completed your program and workshops, and if your degree was confirmed by Degree Audit, you can contact Helen Spencer for an institutional recommendation hspencer@brooklyn.cuny.edu
- Certification tests (if needed). If you have not passed the tests, see section A.

Question: How long does certification last?

Emergency COVID-19 Certificate: This title is effective for two years. If you have an Emergency COVID-19 certificate, you will need to complete the requirements for an initial/non-emergency certificate before the expiration date of the emergency certificate to avoid a lapse in your certification. Please see the details on the NY State Dept. of Education Office of Teaching Initiatives (OTI) site. There is no option for a renewal.

Classroom teachers are eligible for initial and professional certification.

School counselors and school psychologists are eligible for provisional and permanent certification. These titles are (Pupil Personnel Service) PPS titles.

Initial/provisional certification: These titles are valid for five years. If you do not complete the requirements for professional/permanent certification before your initial/provisional certificate expires, you will need to apply for a time extension, initial reissuance or provisional renewal. Check the requirements for certification well before that time since requirements and rules may change.

Professional/permanent certification: After completing three years of relevant paid experience for classroom teachers or two years for school counselors and psychologists, in one of your titles or a combination, plus any other requirements needed at the time of your application and evaluation such as INS Permanent Residence or U.S. Citizenship, you should be eligible for professional/permanent certification. There is a $50 application fee as well.
Work experience verification for professional/permanent certification: Your employer will need to verify your relevant work experience. If you already have professional/permanent certification and it was confirmed before 2017, 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. They will need to know your file number.

After you have professional certification you will need to complete Continuing Teacher and Leader Education (CTLE) and registration.

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

How to check the status of your application (pdf).

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.

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

How and when certification is confirmed: After the requirements for the initial and Emergency COVID-19 titles are recorded, the titles should be confirmed in a couple of days.
Initial and Emergency COVID-19 certificates are not automatically printed and sent to teachers. Certificate effective dates are posted on TEACH. Refer to http://www.highered.nysed.gov/tcert/certificate/printcert.html

If the effective date for your certification is for a date in the future, and showing as issued, it is in effect. Refer to http://www.highered.nysed.gov/tcert/effdate.html

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

After your degree is confirmed, you may need to allow at least three weeks for the degree to be confirmed by the Registrar's office, then I (Helen Spencer) will need to add your "institutional recommendation" for certification to your TEACH account.

After you have confirmation from the Registrar’s Office that your degree was awarded/education is completed, you can contact me (Helen Spencer). I will check that your mandated workshops and education are recorded. After that, I will add the “institutional recommendation” to your NY State TEACH account to confirm your education and certification title with the NY State Dept. of Education Office of Teaching Initiatives (OTI) and send you a confirmation letter.

If you need priority processing by the college: After your grades are in, you can request a statement of graduation using this form and then send the statement to me (Helen Spencer). If the statement indicates that your degree will be complete subject to the satisfactory completion of courses for which you are registered, please request another statement when your grades are recorded on CUNYfirst.

A manual review is required for some titles. You may need to allow about **16 weeks for a manual review**. The NY State Dept. of Education Office of Teaching Initiatives (OTI) staff will need to do a manual review of your certification application if you are applying for an additional certificate based on courses taken as a non-matriculated student, professional certification, individual evaluation, and some other types of applications.

Expedited processing by the NY State Dept. of Education Office of Teaching Initiatives (OTI): The Human Resource Director for the school who is hiring you can request the state to expedite your certification processing. Information about Expedited Service Requests.

If a school can hire you as a substitute teacher before your certification is confirmed, that may help you start work while you wait for your certification records to be confirmed. Information about NYC DOE Substitute Teaching.

**Question: My certification expired. What do I do?**
If your requirements and done and your application is pending review, you can check with your payroll secretary, teacher’s union representative and NYC DOE HR Connect staff if this is a problem. If your requirements are not done, you can ask me (Helen Spencer) to help you if your certification expired and check what the next steps are. You will need to apply for a time extension, initial reissuance or provisional renewal if you are eligible. If you graduated before Feb. 2004, you probably need to apply using the individual evaluation pathway since the programs were revised as of Feb. 2004.

**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.

- [You can see instructions on this document (pdf).](#)
- [You can watch this video](#) which explains how to apply and how to check your application.

**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).

- If you are not certified and
- if you are applying for certification for the same subject/age group as your undergraduate or graduate teacher education program at Brooklyn College, check Pathway Approved Teacher Preparation Program.

The Brooklyn College [undergraduate](#) education programs fulfil the education for initial certification. Most of the Brooklyn College [graduate](#) teacher education programs fulfil the education for initial and professional certification.

For tests for an additional certificate, check these pathways:
If you are competing a certification program: Pathway Approved Teacher Prep Program - additional certificate
If you are completing additional courses non-degree: Pathway Additional Classroom Teaching Certificate (Must hold a valid certificate)

**How to check NY State certification test center availability**

**Question: I graduated before June 2020, I don’t have initial/professional certification and I have not passed the tests for my title. What are my options for certification?**

You can apply for the COVID-19 Emergency Certificate. See section A, pages 2-3 above.
**Question: Do I need to complete the Autism workshop?** Special ed bachelor’s or master’s program students do not need the Autism workshop. It will be credited. TSSLD students who did not complete SPE/CASD 7317 or 7319 do need the Autism workshop.

If you apply for students with disabilities certification and if you completed a students with disabilities graduate program, and if you get a “Notice of uncompleted requirements”, and if the autism workshop is not credited at that point, please send an email to workshopsoti@nysed.gov with:
- Autism workshop in the subject line
- your name as it appears in TEACH and either your date of birth or the last four digits of your Social Security number
- A statement that the College Recommendation meets the criteria listed on the Autism workshop webpage [http://www.highered.nysed.gov/tcert/certificate/autism.html](http://www.highered.nysed.gov/tcert/certificate/autism.html) and that you are requesting that the workshop be added to your account accordingly.

**Question: Do I need to send my transcripts to the state?** You don’t need to send transcripts to the state if you have or will complete a Brooklyn College undergraduate or graduate program for certification.

**Question: My certification is expiring. What do I do?** If you do not have the requirements for a professional/permanent title, and if you are eligible, you can apply for a time extension, initial reissuance or provisional renewal if you are eligible.

**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. Graduation/program completion may be confirmed by Degree Audit three weeks or more after your official program completion date. If you graduated/completed your program and workshops, and if your degree was confirmed by Degree Audit, you can contact me (Helen Spencer) for an institutional recommendation hspencer@brooklyn.cuny.edu

**Question: Is there any test prep?** Please see the test section of the Brooklyn College Educator Certification website.

**Question: How do I get professional certification if my master’s degree is in another subject?** If you want professional certification in the same subject as your undergraduate degree, and have a master’s degree in a different subject, please follow these instructions.

**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." Also check if your email is correct in CUNYfirst. You can check your email "spam" and "trash" from
time to time to see if you need to mark email from Brooklyn College as safe or ok to receive. For help with your email, you can contact the Network Support group. Email NetGroup@brooklyn.cuny.edu

**Question: Do the mandated workshops expire?**
No, the School Violence Prevention and Identification of Child Abuse and Dignity for All Students Act (DASA) workshops do not need to be completed again for your state certification. Some school sites may require taking the workshops again.

**More Questions?** You can contact me by phone, email, or visit me on campus.

If you are sending me questions by email, please confirm your CUNYfirst EMPLID number or the last four digits of your Social Security number.

I will have Certification Town Hall meetings on Zoom about every two weeks. You can also the link to sign up for my Town Hall meetings on the "Contact Us" section of the Brooklyn College Educator Certification website.

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,

Helen Spencer
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Brooklyn College, School of Education,
James Hall, Room 2201
Tel. 718-951-5000 x3946. Current phone and walk-in office hours, Mondays, Wednesdays and Thursdays, noon – 5pm or by appointment.
Website: http://www.brooklyn.cuny.edu/web/academics/schools/education/certification.php

The information in this letter is based on current resources from the NY State Dept. 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.