May, 26, 2020. (Includes new information *)

This information is specifically for students/teachers enrolled the **NYC Teaching Fellows, Pathways to PE, and NYC Teaching Collaborative** at Brooklyn College who are working toward or with **Transitional B certification**. (If you are in a Traditional program, please see the Information for students in traditional programs posted on the [Brooklyn College Educator Certification website](http://www.brooklyn.cuny.edu).)

This information may be updated and superseded.

For the most current information, please refer to see the updates, Frequently Asked Questions and instructions on the [Brooklyn College Educator Certification website](http://www.brooklyn.cuny.edu) and the [NY State Dept. of Education Office of Teaching Initiatives (OTI) site](http://www.ny.gov).**

**Which of the new rules apply to me now?**

A. I graduated or will graduate by Sept. 1, 2020: **New Emergency COVID-19 Certificate**
B. I am in a Transitional B program and taking classes at Brooklyn College in Spring 2020 and/or Summer 2020: **edTPA Safety Net for Candidates Who Are Enrolled in a NYS Registered Educator Preparation Program in the Spring and/or Summer 2020 Terms**
C. I need to take the DASA workshop; **Approval to Offer DASA Training Entirely Online**
D. I have a Students with Disabilities Generalist Grades 7-12 certification and need a subject area extension (Deadline extended to July 2021 due to COVID-19): **Extension of the Subject Area Certification Requirement and SOCE Application Deadline for Special Education Teachers Who Teach a Special Class in Grades 7-12**
E. I would like to complete the edTPA in a Virtual Learning Environment: **Requesting Alternative Arrangements due to a Virtual Learning Environment.**

**More information**

A. **New Emergency COVID-19 Certificate** for students who graduated or will graduate on or before Sept. 1, 2020
Two applications required before Sept. 1, 2020.

*How do I know if I may be eligible for the emergency COVID-19 certification?*

You should check your [Degreeworks](http://www.brooklyn.cuny.edu) account. Before you graduate you can check your expected date of graduation. If you missed the [graduation audit](http://www.brooklyn.cuny.edu) 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 and if you can graduate Sept. 1 or not is not guaranteed.

Check if your other requirements are done before Sept. 1, 2020: all mandated workshops (usually three), fingerprint records. You will need to pay the initial application fee(s) and apply for the emergency certificate (no cost) before Sept. 1, 2020. Your recommendation for certification for a completion date Sept. 1, 2020 or before can be confirmed by the college retroactively.

*Question:* How does the Emergency COVID-19 Certificate work?

If granted, it will be valid for one year which will give you time to pass the tests needed for your initial certification. Check requirements at the NY State Dept. of Education Office of Teaching Initiatives (OTI) site.

Two applications required before September 1, 2020: the emergency certificate which is no cost, and the title needed (initial etc.) which is $50. If the emergency certificate is not in the application title menu, please keep checking.

Requirements: before September 1, 2020, each candidate must complete all requirements for the title, except the tests. The requirements needed before Sept. 1, 2020 include all mandated workshops (usually three), fingerprint records, education (check DegreeWorks), certification application fee(s), and anything else needed for the title. The requirements including the application must be done before September 1, 2020.

The state can accept the college recommendation, workshops and fingerprint data after September 1, 2020, although the completion date for each of these requirements must be dated as on or before Sept. 1, 2020. For example, if the college recommendation is added after Sept. 1, 2020, and the date of college completion is June 1, 2020, it will count for the emergency certificate.

- Question: Am I eligible for the edTPA safety net and the Emergency Certificate?  
  Answer: Yes, if you graduate on or before Sept. 1, 2020 and are taking classes at Brooklyn College and are in a Transitional B program in the spring or summer of 2020.

- Question: I graduated in December 2019 or earlier but I am missing the edTPA or some of my Content Specialty Tests. What are my options?  
  Answer: You qualify for the COVID-19 Emergency Certificate. If you already graduated from Brooklyn College prior to June 2020, you are not eligible for the edTPA Safety Net.
• Question: How long should I expect the certification process to take?
Answer:
*You should check your Degreeworks account before you graduate to see your expected date of graduation. 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 and if you can graduate Sept. 1 or not is not guaranteed.

Your college program must be confirmed by Degree Audit and three workshops must be complete before you are eligible for a recommendation for initial/professional certification.

It may take two or more weeks after your official college completion date for the college data to be finalized by Degree Audit. After your records are confirmed, you should get a note from Degree Audit and/or see that information in your Degreeworks account.

For the emergency and initial and professional certificates, you will need a college recommendation to be added to your NY State TEACH account.
You can fill out this form https://tinyurl.com/ydfunefz for your recommendation for certification to confirm your degree.

Initial certification is usually processed by the state one or two days after all requirements are complete.

Effective date for your certification: If you are issued an emergency certificate, your certificate will probably be issued for Sept. 1, 2020 – August 31, 2021 but may be confirmed before Sept. 1, 2020 if your requirements are complete before Sept. 1, 2020. You can work before the effective date. The same is true of any certificate confirmed before the effective date.

• Question: I want to add summer classes and graduate/finish my program by Sept. 1, 2020. How does this work?
Answer: If you have not already - please contact the Teaching Fellows Program Manager for individual advisement - roberto.martinez@brooklyn.cuny.edu
And be sure to file for graduation audit after you register for your classes for Fall 2020.
and then send an email to degreeaudit@brooklyn.cuny.edu to let them know you would like to graduate Sept. 1. They will alert your auditor, and contact you to contact your advisor.
Your graduation depends on many factors and if you can graduate Sept. 1 or not is not guaranteed.

B. edTPA Safety Net for students in a Transitional B program and taking classes at Brooklyn College in spring 2020

The Deans’ office sent emails to students currently registered for Spring 2020 and you should have received instructions to confirm your eligibility.
If not, you will need to fill out this form: https://tinyurl.com/ya2omjrl. Select "I am in a Transitional B certification program and enrolled in classes in the spring of 2020 or summer 2020.

- **Question:** I paid for the edTPA already. Can I use that payment for the ATS-W?  
  **Answer:** We will confirm - check the test section of the Brooklyn College Education Certification Website for the most up to date information.

- **Question:** Which ATS-W do I take?  
  **Answer:** Pick the age group that matches your certification age group. Music, Art and Physical Education candidates can pick one or the other.

  - **Elementary ATS-W** - Preparation Materials -  
  - **Secondary ATS-W** – Preparation Materials -

C. The **DASA workshop is now available online**. All candidates are required to complete the workshop.

D. **Extension of the Subject Area Certification Requirement and SOCE Application Deadline for Special Education Teachers Who Teach a Special Class in Grades 7-12**
(Deadline extended to July 2021 due to COVID-19) 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. If you need a subject area extension, you can contact Roberto Martinez
Roberto.Martinez@brooklyn.cuny.edu

E. **edTPA in a Virtual Learning Environment.**
After reviewing the information about the edTPA in a Virtual Learning Environment please contact the EdTPA coordinator for completing the edTPA in a Virtual Learning Environment: Prof. Kyprianou. Email: Stella.Kyprianou@brooklyn.cuny.edu

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For all certification candidates:

F. **Question: My Transitional B certificate is expiring. What do I do?**  
**Answer:** You can apply for a time extension. 
Apply using your NY State TEACH account
The cost is $50. Required: contact me (Helen Spencer) to let me know an estimate of when you will have your tests done so I can send a letter to the state. 
If you are eligible for the New Emergency COVID-19 Certificate, apply for that title. See above.

G. **Question: How do I apply for NY State certification?**  
**Answer:** Please see the application instructions on the Brooklyn College Educator Certification website. Program codes are listed on the student information sheet link.
If you are applying for the **New Emergency COVID-19 Certificate** you must complete two applications before Sept. 1, 2020. See above.

**Question:** How do I find a test site and when will tests be available?  
**Answer:** refer to this document.

H. **Question:** I don’t have a college recommendation yet on my TEACH account? How do I get that?

**Answer:** It may take two or more weeks after your official completion date for the data to be finalized. After your records are confirmed, you should get a note from Degree Audit or see that information in your [Degreeworks](#) account. When your degree has been finalized, you can use this form to request a recommendation for certification: [https://tinyurl.com/ydfunefz](https://tinyurl.com/ydfunefz)

If you are **not** using the emergency certificate option and need a recommendation, your initial certification requirements including the edTPA must be recorded on your [NY State TEACH account](#).

I. **Question:** Who can I contact for help with decisions about the edTPA?  
**Answer:** Roberto Martinez. Email roberto.martinez@brooklyn.cuny.edu

**More Questions?:** If you have questions for me, please confirm your CUNYfirst EMPLID number or the last four digits of your Social Security number

Be well,

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