Brooklyn College The City University of New York
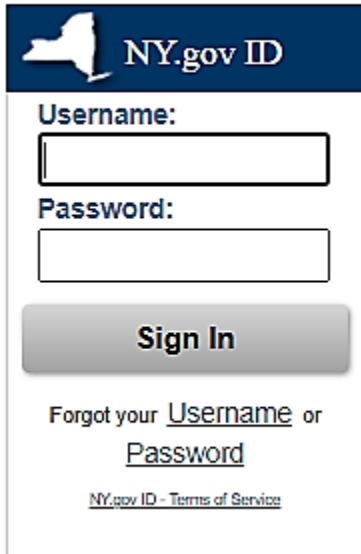
How check the status of your application

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

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

Open Inquiry Links

Account Information,

TEACH Home

Profile Links

- Update/Add Education, Employment and Pers

Inquiry Links

- Account Information
- View or Change Registration Status

Online Application

- Apply for Certificate
- I would like a printed certificate
- Apply for a Time Extension

Payment Links

- Pay for Certificate Application

Retiree Links

- Apply for a Retirement Waiver

Select one or more items and then "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	Current Status	Evaluated By	Entered 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. 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.cunyedu
  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:

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