

Feb. 11, 2021

School of Education information for spring 2021

Dear Brooklyn College Student:

You can always double check current rules and procedures on:

- The Brooklyn College Educator Certification website:  
<http://www.brooklyn.cuny.edu/web/academics/schools/education/certification.php>
  - The NY State Dept. of Education Office of Teaching Initiatives (OTI) site for current rules: [www.highered.nysed.gov/tcert](http://www.highered.nysed.gov/tcert)
1. New students: If you will be taking education classes at Brooklyn College for teacher or educator preparation, you will need a fingerprint /security clearance verification letter from me before signing up for some of the School of Education classes. This is needed before you have contact with New York City Dept. of Education students while you are in college classes, even if you are already a teacher or working in the Dept. of Education, or have records processed previously. If you didn't receive a verification letter from me this term or previously, please follow the procedures on the Brooklyn College Educator Certification website. We have specific instructions for all students and teachers, if you already processed your fingerprint records or not.
  2. All students: Please be sure your email settings are correct so you can receive important email announcements. Please go to the BC WebCentral Portal, then My Info > My Email and Text Message Subscriptions. Select the option to subscribe to "news from institutional departments." Be sure your preferred e-mail address has been selected in CUNYfirst as well.
  3. Test vouchers: we have a very limited number of test vouchers to distribute and will only contact students who are eligible for them, so it is important your email is correct in the college database in CUNYfirst and BCWebCentral. You do not need to inquire about vouchers. We will use the preferred email address on file to contact students who are eligible for test vouchers in the next few months. Eligibility is based on information from Financial Aid, both for undergrad and grad students.
  4. Teacher candidates, one of the tests needed is the edTPA. The EdTPA safety net is now an option if you had or will have student teaching in one or more terms from spring 2020-2021, or have NY State Internship Certification during that time, or meet the other requirements for the safety net. This will allow you to use the ATS-W test for certification

instead of the edTPA. I will send confirmation letters to all students directly so that you know you are eligible for this option. I already sent confirmation letters to all students who were eligible for the safety net in 2020. By the end of February, I should be sending letters to students who are eligible for the safety net based on spring 2021 class enrollment. If you are eligible for the safety net, the current guidance states that the ATS-W must be taken by Sept. 1, 2023. There is an additional step, to "apply" for the safety net, as described on the OTI site.

5. Teacher candidates : There is an option to complete the edTPA in a Virtual Environment. You can join any edTPA VLE workshops we offer. You can write to Prof. Stella Kyprianou for information on workshops. [Stella.Kyprianou@brooklyn.cuny.edu](mailto:Stella.Kyprianou@brooklyn.cuny.edu)

6. The Emergency COVID-19 certificate is an option if you have not passed the tests for your title and graduate/graduated on or before Sept. 1, 2021. Please see the information about the Emergency COVID-19 title on the Brooklyn College Educator Certification website and the OTI site. All requirements for the title needed, except the tests, must be done on or before Sept. 1, 2021. Two applications are required, after your college "recommendation" is added to your NY State TEACH account to confirm that your degree was awarded, and well before the application deadline. You can contact me to ask for the recommendation after your degree is awarded and your workshops are confirmed.

7. Test prep: The Murphy Institute's LEAP to Teacher program will host free online preparatory workshops. Please see the test prep section of the Brooklyn College Educator Certification website.

8. If you are graduating/finishing your college program soon: Be sure you have filed for a graduation audit on time. The deadline to file for spring program completion is Feb. 15. <http://www.brooklyn.cuny.edu/web/about/administration/enrollment/registrar/graduation.php>

9. For NY State certification, you will need to finish your education, mandated workshops, apply for certification, pass any tests needed, have your fingerprint records on file and complete all other requirements needed at the time of your application and/or evaluation. If you are eligible for the Emergency COVID-19 as noted above in #6, you will get extra time to finish your tests, after you apply and have that title confirmed by the state. You can contact me to ask for the recommendation after your degree is awarded and your workshops are confirmed.

Please check your NY State TEACH account at [www.highered.nysed.gov/tcert](http://www.highered.nysed.gov/tcert) to be sure your information is complete and correct for NY State certification:

If your workshops or fingerprint records are not recorded on your account, please refer to the instructions on the Brooklyn College Educator Certification website.

10. NY City Dept. of Education teaching jobs: Career information:

- If you want to be eligible to be hired for the first time as a teacher in a New York City Dept. of Education (NYC DOE) school in 2021-22, and expect to have your NY State

certification confirmed in 2021, you will need to have your hiring eligibility confirmed using the application, which is now opened, at [www.teachnyc.net](http://www.teachnyc.net)

- Feb. 24, 2021, 5:50 pm -7pm: The Magner Center will have job information webinar.  
Sign up using the BC WebCentral Portal, career, career workshops, How to Become the Ideal NYC Department of Education Candidate
- March 17, 2021 is the priority application deadline. You should apply as early as possible at [www.teachnyc.net](http://www.teachnyc.net) and check that site for events.
- We encourage you to apply before you are certified. You can finish your certification requirements before you start to work. When you apply early, you will receive enhanced job search support, resources, and visibility to principals.
- The application will remain opened after March 17 and close at some point later.
- We recommend that you ask the Magner Career staff to review your resume.  
<https://www.brooklyn.cuny.edu/web/academics/centers/magner.php>
- For information on NYC DOE jobs available now, refer to:  
[http://www.brooklyn.cuny.edu/web/MidYear\\_Hiring\\_Flyer\\_NYC\\_DOE.pdf](http://www.brooklyn.cuny.edu/web/MidYear_Hiring_Flyer_NYC_DOE.pdf)
- The NYC DOE may be offering incentive pay for substitute teachers.
- NYC DOE may be hiring teachers in all fields at this time. More information:  
[http://www.brooklyn.cuny.edu/web/MidYear\\_Hiring\\_Flyer\\_NYC\\_DOE](http://www.brooklyn.cuny.edu/web/MidYear_Hiring_Flyer_NYC_DOE).
- If you need a letter for your NYC DOE teacher application stating that you finished your degree and are on track to meet qualifications for New York State teacher certification, let me know.

If your degree has not been awarded yet, you can contact the following people for a letter for your NYC DOE job application:

Early Childhood undergraduate: Mark Lauterbach [MarkL@brooklyn.cuny.edu](mailto:MarkL@brooklyn.cuny.edu)

Early Childhood graduate/master's Prof. Song: [LSong@brooklyn.cuny.edu](mailto:LSong@brooklyn.cuny.edu)

ART: Helen Spencer: [hspencer@brooklyn.cuny.edu](mailto:hspencer@brooklyn.cuny.edu)

CBSE Karen Nicholson: [KarenN@brooklyn.cuny.edu](mailto:KarenN@brooklyn.cuny.edu)

Special Education Childhood and Secondary, Childhood/math concentration: Arline Levine  
[Alevine@brooklyn.cuny.edu](mailto:Alevine@brooklyn.cuny.edu)

SEED undergraduate: Lyn-Donna George [Lyn-donna.George62@brooklyn.cuny.edu](mailto:Lyn-donna.George62@brooklyn.cuny.edu)

SEED graduate/masters: Winifred Fils-Aime [WFilsaime@brooklyn.cuny.edu](mailto:WFilsaime@brooklyn.cuny.edu)

MUSIC Prof. Braunstein: [Rbraunstein@brooklyn.cuny.edu](mailto:Rbraunstein@brooklyn.cuny.edu)

- If you are already working at the NYC DOE but not as a teacher, or have internship certification, or have a job offer from a NYC DOE school, you will probably need to follow a procedure to be hired and fill out the “application” at [www.teachnyc.net](http://www.teachnyc.net)
- If you have questions about the NYC DOE hiring process, you can use this link;  
<https://teachnyc.zendesk.com/hc/en-us>

- If you completed a NYC New Teacher Application in the past, but did not receive a position in the NYC DOE, you must re-apply if you are interested in seeking a position in the NYC DOE for the upcoming school year.
- Feb. – March 2021, Hunter College has Career information sessions. More information: <http://www.brooklyn.cuny.edu/web/DigitalCareerSuccessSeries.pdf>

For more career resources, please see the Career information page on the Brooklyn College Educator Certification website.

11. If you are in a students with disabilities generalist teacher program grades 7-12: You may need to apply for a subject area extension unless you are working in a D75 School. 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:

<http://www.brooklyn.cuny.edu/web/academics/schools/education/certification/professional/disabilities.php>

More information: Subject Area Certification Requirement and SOCE Application Deadline for Special Education Teachers Who Teach a Special Class in Grades 7-12

<http://www.highered.nysed.gov/tcert/news/newsitem040620.html>

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.

More information on special education assignments:

<http://www.highered.nysed.gov/tcert/resteachers/spededassignments.html>

12. More information: If you have questions for me, 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 this fall. The next meetings will be on Feb. 18 and March 2, 2021, 6pm-7pm. If you would like to participate in a group Zoom meeting, please fill in this form :

<https://tinyurl.com/HelenSpencerTownHall>

The zoom meeting link used before Jan. 7 has expired.

You can also check the "contact us" page on the Brooklyn College Educator Certification website.

13. If you are enrolled in the NYC DOE Teaching Fellows /Teaching Collaborative program,

This letter includes a few items that do not apply to you: fingerprint records, and certification processing.

Your certification records will be managed by

Dr. Roberto Martinez, Teaching Fellows Manager and

Ellen Kreger, Administrative Asst. to Dean Bedford & Teaching Fellows, who can also answer questions you have.

[Roberto.Martinez@brooklyn.cuny.edu](mailto:Roberto.Martinez@brooklyn.cuny.edu)

and

[EKreger@brooklyn.cuny.edu](mailto:EKreger@brooklyn.cuny.edu)

Be well,

Helen Spencer

Certification Officer

Brooklyn College, School of Education,

Office of the Dean

Working from home until the Brooklyn College campus reopens

[hspencer@brooklyn.cuny.edu](mailto:hspencer@brooklyn.cuny.edu)

Tel. 718-951-5000 x3946. Phone office hours Winter-Spring 2021: Mondays and Wednesdays, noon - 5pm or by appointment.

Website: <http://www.brooklyn.cuny.edu/web/academics/schools/education/certification.php>