

Checklist for Obtaining Initial Teacher Certification

Through Institutional Recommendation at Teachers College

You **MUST** do **ALL** of the following:

BEFORE student teaching:

- Download Student Teaching Packet from www.tc.edu/ote or pick up at Russell Hall, Room 400
- State Law: Take Tuberculin Tine (TB) test before student teaching (valid for 1 calendar year)
- NYCDOE Policy: Get fingerprinted before student teaching in a New York City public school
- Register online with NYCDOE if student teaching in a New York City public school
- Obtain "Clearance Ticket" from the Office of Teacher Education (OTE) before starting at school site

For BOTH placements:

- Submit record and grid of hours to Russell Hall, Room 400 at the end of the semester

Take 3 New York State Exams for Initial Certification

Registration and preparation guides are available at: www.nystce.nesinc.com

- Liberal Arts and Sciences Test (LAST)
- Assessment of Teaching Skills--Written (ATS-W)
- Content Specialty Test (CST) (check NYSED website for which test)
<http://eservices.nysed.gov/teach/certhelp/CertRequirementHelp.do>

Obtain Fingerprint Clearance

- Get fingerprinted at 65 Court Street (check NYCDOE website for hours, acceptable ID's and payment), **OR** police precinct (pick up fingerprinting cards from RH, 400), **OR** on special days at Teachers College
- Mail OSPRA form.
 - If fingerprinted by NYC Dept. of Ed, mail OSPRA 104 packet to transfer prints from the city to state level
 - If fingerprinted at a police precinct, mail OSPRA 101
 - If fingerprinted at a police precinct, mail OSPRA 103 form to transfer fingerprints from the state to the city level to obtain a teaching position in NYC

Take 2 Workshops (Unless you have taken HBSS 4116)

- Child Abuse Identification Workshop
- School Violence Prevention and Intervention Workshop

Apply to NYS online through TEACH system

- Go to <http://www.highered.nysed.gov/tcert/teach/>

Teachers College Form

- Fill out Institutional Recommendation Data Form (IRDF) and return to Russell, 400 along with:
 - All official undergraduate and other non-TC transcripts sealed in original envelopes
 - Child Abuse workshop form and school violence prevention workshop form unless HBSS 4116 was taken at TC