



Certification Check List

Teachers College Requirements	NYSED Requirements
<ul style="list-style-type: none"> <input type="checkbox"/> Enter your electronic Certification Application with the NYSED – TEACH System (For “Program Code” see list attached) <input type="checkbox"/> Complete your IRDF and submit to the Office of Teacher Education & School-based Support Services (OTE/SSS) – Russell Hall 400 <input type="checkbox"/> Include your Official UNDERGRADUATE & Other non-TC transcripts <input type="checkbox"/> Include Workshops: <ul style="list-style-type: none"> <input type="checkbox"/> Child Abuse (CA) Workshop proof <input type="checkbox"/> School Violence Prevention (SVP) Workshop proof <li style="text-align: center;"><i>Or</i> <input type="checkbox"/> HBSS 4116 (taken in-lieu of Child Abuse/School Violence Workshops) <li style="text-align: center;"><i>And/Or</i> <input type="checkbox"/> NYSED-TEACH System: <input type="checkbox"/> CA <input type="checkbox"/> SVP <input type="checkbox"/> Approved Teacher Preparation Program Degree awarded date: _____ <input type="checkbox"/> For those applying for NYS Permanent or Professional Certificate: a copy of your valid related Provisional, Initial or Trans-B certificate and a Verification of Experience Form (3 years for Professional or 2 years for Permanent). 	<ul style="list-style-type: none"> <input type="checkbox"/> NYSTCE (If applicable): <ul style="list-style-type: none"> <input type="checkbox"/> LAST (Liberal Arts & Science Test) <input type="checkbox"/> ATS-W (Assessment in Teaching Skills– Written) <input type="checkbox"/> CST (Content Specialty Test) <input type="checkbox"/> BEA (Bilingual Education Assessment) – applicable only to Bilingual Extension candidates <input type="checkbox"/> SLA (School Leadership Assessments) – applicable only to Ed Leadership candidates <input type="checkbox"/> Fingerprint Clearance <input type="checkbox"/> NYSED – TEACH System: <ul style="list-style-type: none"> <input type="checkbox"/> Enter electronic Certification Application <input type="checkbox"/> Pay \$50 per certificate

As per the NYSED, after satisfactorily completing all the above and having been institutionally recommended, your initial certificate should be issued in approximately 24 - 48 hours.

Check your NYSED - TEACH “Account Information” System for updates and certificate status.

IMPORTANT - The Institutional Recommendation Data Form (IRDF) will **NOT** be accepted by the OTE/SSS unless **ALL** required documents are submitted.

Submit your IRDF and ALL supporting documents to:

The Office of Teacher Education & School-based Support Services (OTE/SSS)
525 W. 120th Street Box 173
New York, NY 10027
ATTN: Faride Suarez, Associate Director of Certification Compliance

If you are expecting to graduate, the OTE/SSS will not be able to process your IRDF/NYSED recommendation until your degree has been awarded.

NYSED - TEACH Online Instructions

Steps to login to the NYSED – TEACH Online System:

Go to: www.highered.nysed.gov/tcert/

This link will lead you to the **New York State Department of Education TEACH Online System website.**

On the right, click on:



To create a TEACH account, click on “**Self-Registration**” and follow the NYSED-TEACH System instructions.

OR,

If you already created a TEACH account, click on “**Login to TEACH**” at the next screen, click on “TEACH Online Services”, then click on “Apply for Certificate” and follow the instructions.

Applicants or Certificate Holders click

[Self-Registration](#)
to create a TEACH Account.

OR, if you already created a TEACH Account click

[Login to TEACH](#)

To access your information and services

**** Remember to keep a copy of all your documents for your records. ****

Institutional Recommendation Data Form (IRDF) for New York State Certification

After you have registered with the NYSED - TEACH System (instructions attached), kindly complete and return this form to the Office of Teacher Education & School-based Support Services (OTE/SSS) - Russell Hall 400. *Please use BLUE or BLACK ink ONLY (NO PENCIL).*

General Information			
Name: Last	First	Middle	TC #:
Other Last Name(s) previously used:			SS#: (required by NYSED for certification purpose)
Mailing Address:		City	Date of Birth: / /
State		Zip	
Email Address:	Telephone Area/No.:		Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female

IRDF Deadlines		
Candidates with a conferred degree date may submit the IRDF as soon as it is completed. We will collect IRDF's for candidates expecting to graduate, as early as:		
<input type="checkbox"/> March 1st - If graduating in May	<input type="checkbox"/> July 1st - if graduating in October	<input type="checkbox"/> December 1st - if graduating in February
<input type="checkbox"/> check here if you are NOT registered for spring classes	<input type="checkbox"/> SUMMER A and/or <input type="checkbox"/> SUMMER B	

Certification Information		
<small>If applying for multiple certification, candidates MUST complete IRDF's for EACH certificate</small>		
Degree Type: <input type="checkbox"/> MA <input type="checkbox"/> M Ed <input type="checkbox"/> MS <input type="checkbox"/> EdD Total number of credits for this degree: _____	Certification Type: <input type="checkbox"/> Initial <input type="checkbox"/> Professional <input type="checkbox"/> Provisional (ONLY applies to Schl Psy and Schl Counseling) <input type="checkbox"/> Permanent <input type="checkbox"/> Trans-B (New Peace Corps Fellows ONLY)	
Conferred Degree Date:	Certification Title:	
Fill out the section below ONLY if you have been previously certified in NYS and/or in any other state:		
Previous Certificate Title:	Previous Certificate Type: <input type="checkbox"/> Initial <input type="checkbox"/> Provisional <input type="checkbox"/> Conditional <input type="checkbox"/> Professional <input type="checkbox"/> Other: _____	Expiration Date:

Enclosures	
<small>All candidates MUST submit the following required documents with the IRDF</small>	
<input type="checkbox"/> Official Undergraduate & other non-TC transcripts – sealed in original envelope. Note: Teachers College transcripts will be supplied by the Certification Compliance Office.	
<input type="checkbox"/> Child Abuse (CA) Workshop Form <input type="checkbox"/> School Violence Prevention (SVP) Workshop Form Or <input type="checkbox"/> HBSS 4116 And/Or <input type="checkbox"/> NYSED – TEACH System: <input type="checkbox"/> CA <input type="checkbox"/> SVP	
<input type="checkbox"/> Permanent OR Professional candidates ONLY . A copy of a VALID related Provisional, Initial or Trans- B certificate and a copy of the Verification of Experience Form (3 years for Professional or 2 years for Permanent). Original Verification of Experience Form MUST be mailed by candidate to the NYSED.	

Signature	
I declare and affirm that the statements made in this data form, including accompanying documents, are true, complete and correct. I understand that any false or misleading information in, or in connection with, my data form may be cause for denial or loss of certification and may result in criminal prosecution.	
Candidate Signature: ➤	Date Signed:

For Office Use ONLY	
<input type="checkbox"/> Official Undergraduate Transcript	Workshop(s) Received: <input type="checkbox"/> CA <input type="checkbox"/> SVP <input type="checkbox"/> HBSS 4116 <input type="checkbox"/> NYSED-TEACH: <input type="checkbox"/> CA <input type="checkbox"/> SVP
Institutional Code: 471500	Program Code: _____ Major Code: _____

Processing Stamps	Processing Comment:	Date Received Stamp	First Entry By:
			Final Entry By:

Program of Study	Deg	Ttl Cr/ Cert/Type	Prgm Code	Registered w/ NYS as	Leading to Certificates
Art and Art Ed.	MA	40 (Int/Prf)	27831	Art and Art Ed.	Visual Arts (All grades)
Art and Art Ed.	MA	34 (Prf)	29384	Art and Art Ed.	Visual Arts (All grades)
Music and Music Ed.	MA	40 (Int/Prf)	29375	Music and Music Ed.	Music (All Grades)
Music and Music Ed.	MA	32 (Prf)	29376	Music and Music Ed.	Music (All Grades)
Tchg of English	MA	38 (Int/Prf)	29338	English Language Arts 7-12	English Language Arts 7-12
Tchg of English	MA	34 (/Prf)	29399	Teaching of English	English Language Arts 7-12
Tchg of English (PCF)	MA	34 (Int/Prf)	29527	Alt. Cert. - Adolescence Ed.: English (Trans B)	English 7-12
TESOL	MA	38-41 (Int/Prf)	27825	TESOL	ESOL
TESOL (PCF)	MA	39 (Int/Prf)	29528	Alt. Cert. - ESOL (Trans B)	ESOL
Tchg of Soc. Studies	MA	38 (Int/Prf)	29372	Teaching of Soc. Studies	Social Studies 7-12
Tchg of Soc. Studies	MA	32 (Prf)	29373	Teaching of Soc. Studies	Social Studies 7-12
Physical Ed.	MA	32 (Int/Prf)	28683	Physical Ed.	Physical Ed. (All Grades)
Curriculum & Teaching in Physical Ed.	MA	32 (Prf)	28684	Physical Ed.	Physical Ed. (All Grades)
Speech Language Pathology	MS	50-74 (Int)	29484	Speech Language Pathology	Speech & Language Disabilities (All Grades) Bilingual Ext.
Speech Language Pathology	MS	50-74 (Int)	29483	Speech Language Pathology	Speech & Language Disabilities (All Grades)
Speech Language Pathology	MS	Prf	29488	Speech Language Pathology	Speech & Language Disabilities (All Grades)
Psychological Counseling	EdM	60 (Prv/Perm)	05113	School Counselor	School Counselor Bilingual Ext. Elem. Bilingual Ext. Sec.
Psychological Counseling	MA	32 (Prv)	05109	School Counselor	School Counselor
Curriculum & Teaching	MA	32 (Prf)	29477	Curriculum & Teaching (Elem Ed.)	Childhood 1-6
Curriculum & Teaching	MA	32 (Prf)	29478	Curriculum & Teaching (Sec. Ed.)	English 7-12 Math 7-12 Social Studies 7-12 Biology 7-12 Chemistry 7-12 Physics 7-12 Earth Science 7-12
Early Child. Ed.	MA	40 (Int/Prf)	29370	Early Child. Ed.	Early Childhood Birth-2
Child./ Early Child. Ed. (Dual Cert.)	MA	40 (Int/Prf)	27833	Child./ Early Child. Ed.	Childhood 1-6 Early Childhood Birth-2
Early Child. Ed. (PCF)	MA	40 (Int/Prf)	28774	Alt. Cert. - Early Child./ Sp. Ed. (Trans B)	Early Childhood Birth-2 Sp. Ed. Birth-2
Inclusive Elem. Ed.	MA	40 (Int/Prf)	27834	Inclusive Elem. Ed.	Childhood 1-6 Biology 7-9 Ext. Chemistry 7-9 Ext. Earth Science 7-9 Ext. Physics 7-9 Ext. Math 7-9 Ext. Social Studies 7-9 Ext. English 7-9 Ext. French 7-9 Ext. German 7-9 Ext. Italian 7-9 Ext. Russian 7-9 Ext. Spanish 7-9 Ext. Gifted Ed. Ext.
Inclusive Elem. Ed. (Dual)	MA	51 (Int/Prf)	29404	Inclusive Elem. Ed. Dual	Childhood 1-6 Sp. Ed 1-6
Literacy Specialist	MA	32 (Int/Prf)	29479	Tchg Literacy	Literacy Birth-6
Early Child. Sp. Ed.	MA	40 (Int/Prf)	29371	Early Child. Sp. Ed.	Sp. Ed. Birth-2
Early Child./ Early Child. Sp. Ed. (Dual Cert.)	MA	48 (Int/Prf)	28773	Early Child. Sp. Ed.	Early Childhood Birth-2 Sp. Ed. Birth-2
Gifted Ed.	MA	32 (Int/Prf)	29401	MA Ext. Program (In-Service)	Gifted Ed. Ext.

Program of Study	Deg	Ttl Cr/ Cert/Type	Prgm Code	Registered w/ NYS as	Leading to Certificates
Learning Disabilities	MA	34-40 (Int/Prf)	29402	Tchg SWD - Learning dis/Abilities	Sp. Ed. 1-6 Sp. Ed. Generalist 5-9 Sp. Ed. English 5-9, 7-12 Sp. Ed. Social Studies 5-9, 7-12 Sp. Ed. Math 5-9, 7-12 Sp. Ed. Biology 5-9, 7-12 Sp. Ed. Chemistry 5-9, 7-12 Sp. Ed. Earth Science 5-9, 7-12 Sp. Ed. Physics 5-9, 7-12
Disability Students in Ed.	MA	32 (Int/Prf)	29403	Disability Studies in Ed.	Sp. Ed. 1-6 Sp. Ed. Generalist 5-9 Sp. Ed. English 5-9, 7-12 Sp. Ed. Social Studies 5-9, 7-12 Sp. Ed. Math 5-9, 7-12 Sp. Ed. Biology 5-9, 7-12 Sp. Ed. Chemistry 5-9, 7-12 Sp. Ed. Earth Science 5-9, 7-12 Sp. Ed. Physics 5-9, 7-12
Reading Specialist - Applied Educational Psy	MA	34 (Int/Prf)	29476	Reading Specialist	Literacy Birth-6 Literacy 5-12
Applied Developmental & Learning Psy: School Psy	EdM	66 (Perm)	85389	Applied Developmental & Learning Psy: School Psy	School Psychology
Applied Developmental & Learning Psy: School Psy	EdM	66 (Int/Prf)	30271	Applied Developmental Learning Psy: School Psy w/ Bilingual Ext.	Bilingual Ext.
Applied Educational Psy: School Psy	EdD	95 (Prv/Perm/Lic.Qual)*	05093	Applied Educational Psy : School Psy	School Psychology Psychologist
Applied Educational Psy: School Psy	PhD	95 (Lic. Qual)*	28458	Applied Educational Psy: School Psy	Psychologist
Applied Behavior Analysis	MA	32 Int/Prf	29406	Tchg SWD - Early Child./ Child. / Applied Behavior Analysis	Sp. Ed. Birth-2 Sp. Ed. 1-6 Early Childhood Birth-2 Childhood 1-6
Blindness & Visual Impairment	EdM	76 (Int/Prf)	29439	Blindness & Visual Impairment/ Child. Ed.	Blind & Visually Impaired (All Grades) Childhood 1-6
Blindness & Visual Impairment	EdM	76 (Int/Prf)	29440	Blindness & Visual Impairment / Early Child. Ed. Sp. Ed.	Blind & Visually Impaired (All Grades) Sp. Ed. Birth-2
Blindness & Visual Impairment	EdM	76 (Int/Prf)	29441	Blindness & Visual Impairment/ Adolescence Ed.	Blind & Visually Impaired (All Grades) Biology 7-12 Chemistry 7-12 Earth Science 7-12 Physics 7-12 Math 7-12 Social Studies 7-12 English 7-12
Blindness & Visual Impairment	MA	45 (Int/Prf)	29436	Blindness & Visual Impairment	Blind & Visually Impaired (All Grades)
Blindness & Visual Impairment	EdM	54 (Int/Prf)	29438	Blindness & Visual Impairment	Blind & Visually Impaired (All Grades)
Deaf & Hard of Hearing	EdM	60 (Int/Prf)	27826	Deaf & Hearing Impaired/ Elem. Ed.	Deaf/ Hearing (All Grades) Childhood 1-6
Deaf & Hard of Hearing	EdM	60 (Int/Prf)	27827	Deaf & Hearing Impaired/ Adolescence Ed.	Deaf/ Hearing (All Grades) English 7-12 Biology 7-12 Chemistry 7-12 Earth Sciences 7-12 Physics 7-12 Math 7-12 Social Studies 7-12
Deaf & Hard of Hearing	EdM	60 (Int/Prf)	29410	Ed. of the Deaf & Hard of Hearing	Deaf/ Hearing (All Grades)
Deaf & Hard of Hearing & Reading Specialist (Dual Cert.)	EdM	60 (Int/Prf)	30294	Deaf Ed. & Reading Specialist	Deaf/ Hearing (All Grades) Literacy 5-12 Literacy Birth-6
Mental Retardation	MA	47 (Int/Prf)	29957	Mental Retardation/ Autism	Sp. Ed. 1-6 Childhood 1-6 Sp. Ed. 5-9 Middle Childhood Generalist 5-9

Program of Study	Deg	Ttl Cr/ Cert/Type	Prgm Code	Registered w/ NYS as	Leading to Certificates
Mental Retardation & Elem./ Child. Ed.	EdM	60 (Int/Prf)	29407	Tchng SWD - Child./ Mental Retardation/ Autism	Sp. Ed. 1-6 Childhood 1-6
Mental Retardation & Early Child. Ed.	EdM	60 (Int/Prf)	29405	Tchng SWD - Early Childh. / Mental Retardation/ Autism	Sp. Ed. Birth-2 Early Childhood Ed. Birth-2
Mental Retardation & Early Child. Ed.	MA	32 (Int/Prf)	29203	Teaching the Severe & Multiple Handicapped	Severe/Multiple Disabilities Ann
Tchng of ASL as a Foreign Language	MA	45 (Int/Prf)	27832	Teaching of ASL as a Foreign Language	AMSLAN 7-12
Bilingual/ Bicultural Ed.	MA	33-40 (Int/Prf)	27821	Bilingual/ Bicultural Child. Ed.	Childhood 1-6 Biology 7-9 Ext. Chemistry 7-9 Ext. Earth Science 7-9 Ext. Physics 7-9 Ext. Math 7-9 Ext. Social Studies 7-9 Ext. English 7-9 Ext. French 7-9 Ext. German 7-9 Ext. Italian 7-9 Ext. Russian 7-9 Ext. Spanish 7-9 Ext. Bilingual Teacher Ext. Chinese 7-9 Ext. Generalist 5-9
Bilingual/ Bicultural Ed. (leads to 2nd Int.cert., should not lead to Child. Ed.)	MA	33 (Int/Prf)	27823	Bilingual/ Bicultural Child. Ed.	Generalist 5-9 Biology 7-9 Ext. Chemistry 7-9 Ext. Earth Science 7-9 Ext. Physics 7-9 Ext. Math 7-9 Ext. Social Studies 7-9 Ext. English 7-9 Ext. French 7-9 Ext. German 7-9 Ext. Italian 7-9 Ext. Russian 7-9 Ext. Spanish 7-9 Ext. Bilingual Teacher Ext. Chinese 7-9 Ext.
Bilingual/ Bicultural Ed. Ext.	Adv/Cert	15 (Int/Prf) Ext	27956	Bilingual/ Bicultural Ed. Ext.	Bilingual Ext.
Bilingual/ Bicultural Ed. (PCF)	MA	33 (Int/Prf)	27822	Alt. Cert. - Bilingual/ Bicultural Child. Ed. (Trans B)	Childhood 1-6 Biology 7-9 Ext. Chemistry 7-9 Ext. Earth Science 7-9 Ext. Physics 7-9 Ext. Math 7-9 Ext. Social Studies 7-9 Ext. English 7-9 Ext. French 7-9 Ext. German 7-9 Ext. Italian 7-9 Ext. Russian 7-9 Ext. Spanish 7-9 Ext. Bilingual Teacher Ext. Chinese 7-9 Ext. Generalist 5-9
Math Ed.	MA	32 (Int/Prf)	29396	Mathematics Ed.	Mathematics 7-12
Math Ed.	MA	32 (Prf)	29379	Mathematics Ed.	Mathematics 7-12
Math Ed.	MS	60 (Prf)	29380	Mathematics Ed.	Mathematics 7-12
Math Ed.	MSED	60 (Prf)	29381	Mathematics Ed.	Mathematics 7-12
Math Ed. (PCF)	MA	32 (Int/Prf)	29498	Alt. Cert. - Mathematics Ed. (Trans B)	Mathematics 7-12
Tchng Biology	MA	36 (Int/Prf)	28676	Biology 7-12	Biology 7-12
Tchng Biology (PCF)	MA	34 (Int/Prf)	29414	Alt. Cert. - Biology 7-12 (Trans B)	Biology 7-12 Biology 5-6 Ext.
Tchng Chemistry	MA	36 (Int/Prf)	28675	Chemistry 7-12	Chemistry 7-12

Program of Study	Deg	Ttl Cr/ Cert/Type	Prgm Code	Registered w/ NYS as	Leading to Certificates
Tchng Chemistry (PCF)	MA	34 (Int/Prf)	29413	Alt. Cert. - Chemistry 7-12 (Trans B)	Chemistry 7-12 Chemistry 5-6 Ext.
Tchng Earth Science	MA	36 (Int/Prf)	28673	Earth Science 7-12	Earth Science 7-12
Tchng Earth Science (PFC)	MA	34 (Int/Prf)	29412	Alt. Cert. - Earth Science 7-12 (Trans B)	Earth Science 7-12 Earth Science 5-6 Ext.
Tchng Physics	MA	36 (Int/Prf)	28674	Physics 7-12	Physics 7-12
Tchng Physics (PCF)	MA	34 (Int/Prf)	29411	Alt. Cert. - Physics 7-12 (Trans B)	Physics 7-12 Physics 5-6 Ext.
Technology Specialist	MA	36 (Int/Prf)	28608	Technology Specialist K-12	Ed. Technology Specialist
Mental Health Counseling	EdM	Lic. Qual*	30033	Mental Health Counselor	Mental Health Counselor
Public School Building Leadership (SPA only)	MA	32 (Int/Prf)	29181	Public School Building Leadership	School Building Leadership
Public School Building Leadership	EdM	60 (Int/Prf)	29182	Public School Building Leadership	School Building Leadership
Public School District Leadership	EdD	90 (Prf)	29184	Public School District Leadership	School District Leadership
Inquiry in Education Leadership Practice	EdD	90 (Prf)	29183	Inquiry in Ed. Leadership Practice	School District Leadership

* = Form 2 - Diana Maul