

CHECKLIST FOR OBTAINING INITIAL TEACHER CERTIFICATION

Through Institutional Recommendation at Teachers College

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

BEFORE student teaching:

- 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

For BOTH placements:

- Submit registration form in student teaching packet or go online to www.tc.edu/ote and click on student teaching to link to complete online version of the form (The entire packet can be downloaded from www.tc.edu/ote or picked up at RH, 400)
- Student teach
- 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 packet 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 103 form to transfer fingerprints from the state to the city level

Take 2 Workshops (Unless you have taken HBSS 4116)

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

Apply for Graduation at Registrar (Thorndike 3rd Floor)

- Pick up form at Thorndike 3rd Floor

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

Questions? Contact 212.678.3502 or ote@tc.edu or visit Russell Hall, 400, or go to www.tc.edu/ote