



Timeline to...

Initial/Professional Certification

From a New York State Education Department (NYSED) Approved Teacher Preparation Program at TC

At the start of your program:

- Consult with your program advisor to confirm that you have been admitted into a NYSED-approved program leading to initial/professional certification.
- Familiarize yourself with all requirements for certification, including:
 - Course work as required by your teacher preparation program
 - Student teaching or practicum placement as required by your program
 - Specific activities/courses required by NYSED (such as teacher tests, Child Abuse Identification Workshop, etc)

During your program (i.e., before completion):

- Be sure to fulfill the following certification requirements:
 - Child Abuse Identification
 - ✓ **Online Course:** www.childabuseworkshop.com (\$39.95)
- AND**
- School Violence Intervention & Prevention.
 - ✓ **Online Courses:** www.violenceworkshop.com (\$50). A \$15 rebate is offered if taken together with www.childabuseworkshop.com course.
 - **OR** take (at TC) the course ***HBSS 4116***

- Take required New York State Teacher Certification Exams (**NYSTCE**) – Exam requirement(s) will vary depending on your certificate title. Please note: required exams should be taken and passed no later than your last semester prior to graduation from Teachers College. Information regarding these tests can be found at: www.nystce.nesinc.com
 - Liberal Arts and Science Test (**LAST**)
 - Assessment in Teaching Skills--Written (**ATS-W**)—Elementary or Secondary Assessment refer to the NYSED website: <http://eservices.nysed.gov/teach/certhelp/CertRequirementHelp.do>
 - Content Specialty Test (**CST**) –refer to the abovementioned NYSED website for required subject
 - Bilingual Education Assessment (**BEA**) – required ***ONLY*** for those completing the Bilingual Extension program
- Obtain **Fingerprint** clearance:
 - If you plan to be fingerprinted at the New York City Department of Education (NYCDOE), 65 Court Street, Brooklyn: Check the NYCDOE website for hours, acceptable ID's & payment. If you were previously fingerprinted (after July 1, 1990) for a license and/or employment by the New York City Board of Education (NYCBOE), you will have to complete an **OSPRA 104 Form**. This form authorizes the NYCBOE to forward your fingerprint clearance information to the New York State Education Department for certification application and/or employment purposes.

OR

- If planning to be fingerprinted via the New York State Education Department (NYSED), go to the NYSED website provided (www.highered.nysed.gov/tcert) and kindly log into the TEACH Online System. At the TEACH home menu, click on the appropriate link for fingerprinting, and follow the NYSED TEACH system fingerprint instructions. For your convenience, fingerprinting cards are available at OTE/SSS (Russell Hall 400).

During your last semester, just before you complete your program (Certification Recommendation Process):

- File a **GRADUATION FORM** with the Registrar's Office Thorndike 3rd Floor. Check their current deadlines at: <http://www.tc.columbia.edu/registrar/>
- Submit your required *Student Teaching Record of Hours & Grid of Hours*. This is a ***MUST***. Late and/or incomplete submission of required documents ***WILL*** delay your graduation and certification process. These documents are due to the OTE/SSS (400 RH) on the last scheduled class date for the semester.
- All pending grades and/or required Masters' Project sign-offs must be submitted to the office of the Registrar (Thorndike 3rd Floor)

- Return all library books and other borrowed materials. All “HOLDS” (including financial holds) must be cleared.
- Submit a **COMPLETED** Institutional Recommendation Data Form (IRDF) for New York State Certification, with required documentation, to the OTE/SSS (400 RH). **NOTE: OTE/SSS will not accept any incomplete IRDF's**
- IRDF's can be submitted as early as:
 - ✓ March 1st if graduating in May
 - ✓ July 1st if graduating in October
 - ✓ December 1st if graduating in February
- Required documents are as follows:
 - Your fully completed IRDF. The IRDF can be printed off the OTE/SSS website: www.tc.edu/ote **OR** can be obtained at OTE/SSS (400 RH)
 - Official Undergraduate & any other non-TC transcripts (The Certification Compliance Office will furnish your TC transcript).
 - Child Abuse Identification & School Violence Intervention & Prevention workshop proof (unless you have taken HBSS 4116 at TC)
- **Complete the NYSED - TEACH Online Services System Process:**
 - Go to the NYSED website: www.highered.nysed.gov/tcert/
 - Create a TEACH account
 - Apply for electronic certificate(s) through TEACH
 - Pay for certificate(s). You will have the option to pay via credit card (you can print out an electronic confirmation) **OR** by Check/Money Order (a coupon can be printed out and attached to your check/money order).

Check/ Money orders must be sent directly to the NYSED:

The New York State Education Department
 Office of Teaching Initiatives
 5N EB, 89 Washington Ave.
 Albany, NY 12234

- OTE/SSS, the Office of Certification Compliance will:
 - Enter in TEACH your NYS-institutional certification recommendation after:
 - ✓ The Registrar's Office has granted you graduation clearance
 - ✓ The OTE/SSS has received your IRDF with all supporting documents
 - Upon having all of the abovementioned requirements fulfilled and after entering your institutional recommendation in TEACH, we will mail a letter to you confirming the completion of the NYSED approved teacher preparation program (which you can use for possible employment purposes)
- **For your information, tracking of your certification status can be obtained from the New York State Education Department TEACH website:** www.highered.nysed.gov/tcert

Certification in other states:

New York State has interstate reciprocity agreements with over 40 other states. For NYSED reciprocity information, please go to:
<http://www.highered.nysed.gov/tcert/certificate/teachrecother.htm#6>

- Reciprocity means that these states will accept the ***coursework*** that you have taken for a certification area in NY State toward the closest area of certification in that state.
- You will still need to get fingerprinted again, take that States certification exam(s), and fulfill any additional certification requirement(s) they may have.

These other states may require verification of program completion:

- Either on a form provide by the Department of Education of the state in which you are trying to become certified/licensed
- **OR** on an official letter from the OTE/SSS Certification Compliance Office
- Some states require the institution's Certification Compliance Office to send this form directly to them; others require students to send it to them when they submit their certification packet. These instructions should be part of the state's certification packet.

KEEP A COPY OF EVERYTHING YOU TURN IN FOR YOUR OWN RECORDS.