

April 25, 2023

**UPDATES and FREQUENTLY ASKED QUESTIONS for students and alumni in traditional undergraduate or graduate certification programs.**

If you are not in a traditional program, and are in a Transitional B certification program such as the NYC Teaching Fellows/Teaching Collaborative/Pathways to PE or Sub to Teacher cohort, please contact Dr. Martinez, Teaching Fellows manager, and Ellen Kreger, Administrative Assistant to Interim Dean Scharron del Rio & Teaching Fellows for information. Email: [Roberto.Martinez@brooklyn.cuny.edu](mailto:Roberto.Martinez@brooklyn.cuny.edu) and [EKreger@brooklyn.cuny.edu](mailto:EKreger@brooklyn.cuny.edu)

You can open the links in the letter below by clicking on items that are hyperlinked / underlined. This information may be updated and superseded.

**NY State certification rules and procedures are subject to change. Please check the NY State Dept. of Education Office of Teaching Initiatives (OTI) site for current information and updates.**

**UPDATES:**

1. Students with Disabilities Pre-K-12 title, as well as the plans to change the requirements for childhood and adolescent Students with Disabilities certification
2. Early Childhood Multi-Subject part 2, math, revised test
3. School Counseling certification changes

Details:

1. [Students with Disabilities Pre K – Grade 12 \(All grades\) title.](#)

The new certificate permits individuals to teach students with disabilities (SWD) in pre-Kindergarten through grade 12 in New York State public schools. The Board of Regents also approved revisions to the [extension](#) to teach certain subjects to students with disabilities in grades 5-9 or grades 7-12 for eligible special education teachers.

[Search requirements at this link](#)

Pathway: Individual Evaluation or Additional Classroom Teaching Certificate(Must hold a valid certificate) will be relevant in most cases. Brooklyn College does not have a registered program at this time. More information will be provided as it becomes available.

SWD (Grades 1-6) and SWD (Grades 7-12) certificates will be phased out in the future. Specifically, the Department will no longer issue certificates in the SWD (Grades 1-6) and SWD (Grades 7-12) certificate titles, other than for the Professional certificate and reissuance of an Initial certificate, with an effective date that begins after September 1, 2030. The Professional certificate and reissuance of an Initial certificate in these certificate titles will continue to be issued.

SWD (Birth-Grade 2) certificates will continue to be issued.

SWD (Grades 1-6) and/or SWD (Grades 7-12) programs will be discontinued on or after September 1, 2029.

[Subject Area Extension for Special Education Teachers](#). For the extension to teach certain subjects to students with disabilities in grades 5-9 or grades 7-12, eligible special education teachers can obtain the extension by completing 12 semester hours in the subject area or passing the content specialty test (CST) in the subject area of the extension beginning September 28, 2022.

More information:

[https://www.highered.nysed.gov/tcert/news/newsitem09.14.22\\_swed.html](https://www.highered.nysed.gov/tcert/news/newsitem09.14.22_swed.html)

## 2. Early Childhood Multi-Subject part 2, math, revised test

The new test for early childhood, part 2, math # 246 does not include mathematics content above grade six. The new test will be available 5/22/23 and after.

If someone registers for the current test, #212, they will only be able to schedule this version through 5/21/2023. If that person needs to take part 2 after 5/21/2023, they will have to withdraw the registration and re-register for the 246 on 5/22/23 or later since it will require its own registration.

Website: <https://www.nystce.nesinc.com/>

## 3. School Counselor candidates:

### *School Counselor Content Specialty Test:*

If you will finish your School Counseling certification requirements, including finishing your graduate program (see \* below), fingerprint records and workshops before February 26, 2024, you can apply and pay the fee for the Initial School Counselor certificate before that date and *you will NOT be required to take and pass the School Counselor Content Specialty Test (CST)*.

Furthermore, if you already have or get initial school counseling certification, before the deadline above, you should not need to take the School Counselor CST for Professional School Counseling certification.

The School Counselor Content Specialty Test (CST) is currently under development and is anticipated to become operational on February 26, 2024. These and other guidelines for when candidates must pass the School Counselor CST are outlined on the School Counselor CST Requirement webpage.

<https://www.highered.nysed.gov/tcert/SchoolCounselorContentSpecialityTest.html>

The test framework is available on the NYSTCE website for candidates and teacher preparation programs to assist in preparing for the test.

The study guide for the School Counselor CST will be posted on the NYSTCE website when it becomes available in 2023.

*New York State School Counselor Certification:*

**\* The current school counseling program fulfills the education for Initial and Professional Certification.** The current program is 60 credits; it is 66 credits for those in the Bilingual Specialization.

More information:

<https://www.brooklyn.edu/academics/programs/school-counseling-msed/>

and

<https://www.highered.nysed.gov/tcert/certificate/school-counselor.html>

**Candidates who completed the old 48-credit school counselor education program (NYSED program code 01846) which ended in 2020, can apply for the Provisional School Counselor certificate and pay the application fee and meet all requirements for the certificate prior to February 2, 2024.** The application will no longer be available in the TEACH system on February 2, 2024.

<https://www.highered.nysed.gov/tcert/certificate/school-counselor.html>

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## FREQUENTLY ASKED QUESTIONS

***Question: What is the process to get NY State certification?***

After your degree is confirmed, you may need to allow at least three weeks for the degree to be confirmed by the Registrar's office.

After you have confirmation from the Registrar's Office that your degree was awarded/education is completed, you can contact me (Helen Spencer) at [hspencer@brooklyn.cuny.edu](mailto:hspencer@brooklyn.cuny.edu). I will check that your mandated workshops and education are recorded. After that, I will add the "**institutional recommendation**" to your NY State

TEACH account to confirm your education and certification title with the NY State Dept. of Education Office of Teaching Initiatives (OTI) and send you a confirmation letter.

If you need priority processing by the college: After your grades are in, you can request a statement of graduation using this form and then send the statement to me (Helen Spencer) at [hspencer@brooklyn.cuny.edu](mailto:hspencer@brooklyn.cuny.edu).

How much time is needed for certification to be confirmed?

If you are applying for initial/provisional certification related to finishing your certification program, that title may be confirmed on your TEACH account a day or two after all of your requirements are recorded.

A manual review is required for some titles. You may need to allow about 16 weeks for a manual review. The NY State Dept. of Education Office of Teaching Initiatives (OTI) staff will need to do a manual review of your certification application if you are applying for an additional certificate based on courses taken as a non-matriculated student, professional certification, individual evaluation, and some other types of applications.

What can I do if my certification has not been confirmed?

If you have a bachelor's degree, a school may be able to hire you as a substitute teacher before your certification is confirmed. Information about NYC DOE Substitute Teaching.

***Question: What tests do I need, and how do I find a test site/date? Is there any test prep?***

You can check current requirements at [www.highered.nysed.gov/tcert](http://www.highered.nysed.gov/tcert)

If you are not certified and

if you are applying for certification for the same subject/age group as your **undergraduate** or **graduate** teacher education program at Brooklyn College, check Pathway Approved Teacher Preparation Program.

Initial or professional certification:

The Brooklyn College **undergraduate** education programs fulfil the education for initial certification.

Most of the Brooklyn College **graduate** teacher education programs fulfil the education for initial and professional certification.

School psychologists are eligible for ***provisional and permanent*** certification. These titles are Pupil Personnel Service (PPS) titles.

Test prep resources are included on the [Brooklyn College Certification Website](#).

The edTPA and it's safety net is no longer required. Colleges will incorporate a performance assessment in programs.

- **Question: Do I need to complete the Autism workshop?** [Check here](#).
- **Question: I don't have a college recommendation yet on my TEACH account?** How do I get that? College recommendations are added after the workshops and education are confirmed, starting usually no sooner than about three weeks after the official graduation/program completion date. You can contact Helen Spencer for the recommendation if your education and workshops are confirmed. Email: [hspencer@brooklyn.cuny.edu](mailto:hspencer@brooklyn.cuny.edu)
- **Question: Do I need to send my transcripts to the state?** You don't need to send transcripts to the state to reconfirm education for a Brooklyn College **undergraduate** or **graduate** program and are applying for a matching certification subject.
- **Question: Do the mandated workshops expire?**  
The School Violence Prevention and Identification of Child Abuse and Dignity for All Students Act (DASA) workshops do not need to be completed again for New York state certification.
- **Question: I applied for certification. How do I check the status of my application and what needs to be done?**

[How to check the status of your application \(pdf\).](#)

- **Question: How long does certification last?**

Classroom teachers are eligible for ***initial and professional*** certification.

School psychologists are eligible for ***provisional and permanent*** certification. These titles are Pupil Personnel Service (PPS) titles.

[Information about school counseling certification.](#) The Provisional School Counselor certificate application is no longer available as of February 2, 2023.

Initial/provisional certification: These titles are valid for five years. If you do not complete the requirements for professional/permanent certification before your initial/provisional certificate expires, you will need to apply for a time extension, initial reissuance or provisional renewal. Check the requirements for certification well before that time since requirements and rules may change.

Professional /permanent certification: After completing three years of relevant paid experience for classroom teachers or two years for school psychologists as well as a relevant master's/ graduate/ advanced certificate program, plus any other requirements needed at the time of your application and evaluation such as INS Permanent Residence or U.S. Citizenship, you should be eligible for professional/permanent certification.

After you have [professional certification](#) you will need to complete Continuing Teacher and Leader Education (CTLE) and registration.

- ***Question: My certification is expiring. What do I do?*** If you do not have the requirements for a professional/permanent title, and if you are eligible, you can apply for a time extension, initial reissuance or provisional renewal.

- ***Question: My certification expired. What do I do?***

If your requirements are done and your application is pending review, you can check with your payroll secretary, teacher's union representative and NYC DOE [HR Connect](#) staff how this will work in your case. If your requirements are *not* done, you can ask me (Helen Spencer) at [hspencer@brooklyn.cuny.edu](mailto:hspencer@brooklyn.cuny.edu) to help you if your certification expired and check what the next steps are. You will need to apply for a time extension, initial reissuance or provisional renewal if you are eligible.

If you graduated before Feb. 2004, you will need to apply for certification using the individual evaluation pathway since all programs were revised as of Feb. 2004.

- ***Question: I'm not receiving email notices. What should I do?***

If you are not already receiving e-mail from Brooklyn College at your preferred e-mail address, update your address by going to the BC WebCentral Portal, then navigating to My Info > My Email and Text Message Subscriptions. Select the option to subscribe to "news from institutional departments." Also check if your email is correct in CUNYfirst. You can check your email "spam" and "trash" from time to time to see if you need to mark email from Brooklyn College as safe or ok to receive. For help with your email, you can contact the Network Support group. Email [NetGroup@brooklyn.cuny.edu](mailto:NetGroup@brooklyn.cuny.edu)

- **More Questions?** You can contact me by phone, email, or visit me on campus.

Before visiting the campus, check if registration is required.

<http://www.brooklyn.cuny.edu/web/about/initiatives/initiatives/return.php>

If you are sending me questions by email, 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. You can also the link to sign up for my Town Hall meetings on the "Contact Us" section of the Brooklyn College Educator Certification website.

For current information, please refer to see the updates and instructions on the Brooklyn College Educator Certification website and the NY State Dept. of Education Office of Teaching Initiatives (OTI) site.

Best Regards,

Helen Spencer  
Certification Officer  
Brooklyn College, School of Education  
James Hall, Room 2201  
Tel. 718-951-5000 x3946.

Current phone and walk-in office hours, Mondays, Wednesdays, and Thursdays, 9:30 am – 4:30 pm. Working remotely on Tuesdays. Fridays off.

Before visiting the campus, check the campus access instructions  
<https://www.brooklyn.cuny.edu/web/about/offices/safety/access.php>  
Website: <https://www.brooklyn.edu/soe/certification/>

The information in this letter is based on current resources from the NY State Dept. of Education Office of Teaching Initiatives (OTI) to the best of our present knowledge. Certification rules and procedures are subject to change and confirmation of the requirements for certification are based on the date of an evaluation by OTI.

