

September 2023

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

If you are not in a traditional program and instead are enrolled 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 Program Manager manager, and Ellen Kreger, Administrative Assistant to Teaching Fellows& Interim Dean Scharron del Rio 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 This information may be updated and superseded.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.**

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**Before you graduate, or when you are ready for certification, check your TEACH account--make sure your account includes the following**

- Fingerprint records: Look for a line that states “We have received your fingerprint information from NYC” or “Your DCJS and FBI results have been received”. If your records have not been received, [refer to these instructions](#)
- Mandated workshops: [refer to these instructions](#).
- Applications: marked paid. Please see the application instructions on [the Brooklyn College Educator Certification website](#). You can apply early or as needed for your employment.
- Institutional recommendation, if you your degree was confirmed. See # 1 below.
- Certification tests if needed. See #2 below.

***1. 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 the Registrar's Office confirms your degree was awarded, you can contact me (Helen Spencer) at [hspencer@brooklyn.cuny.edu](mailto:hspencer@brooklyn.cuny.edu) if your workshops and education are done. Once confirmed my office 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 teacher 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.* Allow at least 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 certificates that require a transcript review. A manual review is needed for Educational Leadership titles, additional titles that are not included in your program, and other situations.

*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 (5BA) before your certification is confirmed. [Information about NYC DOE Substitute Teaching.](#)

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

[How to check NY State certification test center availability](#)

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

### **TPA requirement:**

All educators-in-training who are scheduled to complete student teaching starting in **fall 2023** will not have to take the edTPA, instead they will be evaluated using a **Teacher Performance Assessment (TPA)** which will be integrated into their coursework. All TPAs require students to videorecord a sample of their teaching, which will be evaluated using a student teaching observation rubric. All TPAs also include a dispositions rubric, common throughout all School of Education teacher preparation programs. Additionally, specific program TPAs include additional rubrics and/or assessments, some of which will happen during student teaching or other courses in the program.

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 requirements for initial certification.

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

3. How are the Students with Disabilities titles changing? [Check this information](#).
4. *Question: Do I need to complete the Autism workshop?* [Check here](#).
5. *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. See # 1 above.
6. *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. This is only required if you are adding an additional certificate or extension not covered by your program. Make sure you apply for certification through Approved Program Pathway and not Individual Evaluation. If you applied through the wrong pathway you can write the state to switch pathways after your college recommendation is recorded. Please write to me for help in doing this.
7. *Question: Do the mandated workshops expire?*  
No, 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.
8. *Question: I applied for certification. How do I check the status of my application and what needs to be done?*

\_>You will need to check your application status by going to your NY State TEACH account at [www.highered.nysed.gov/tcert](http://www.highered.nysed.gov/tcert) You can check the application details by

going to the inquiry links, account information, certificates, applications, view evaluation history.

More information:

[Checking the Status of your Application](#)

[How to check your NY State TEACH account \(pdf\)](#)

**9. 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.

School counseling candidates: [Information about provisional/permanent titles.](#)

[The current counseling program](#) fulfills the education for initial and professional counseling certification. The School Counselor Content Specialty test will be required for candidates who complete requirements by the deadline described [here](#).

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 counselors 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](#) .

10. **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](#).

**11. 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 if this is a problem. 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 using the individual evaluation pathway since all programs were revised as of Feb. 2004.

**12. 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, noon – 5pm or by appointment. Working remotely on Tuesdays. Fridays off.

Before visiting the campus, check if registration is required.

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

Website:

<http://www.brooklyn.cuny.edu/web/academics/schools/education/certification.php>

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.