

How to Apply for New York State Educator Certification

Page 1: Check the resources

Page 3: Check that your data is complete.

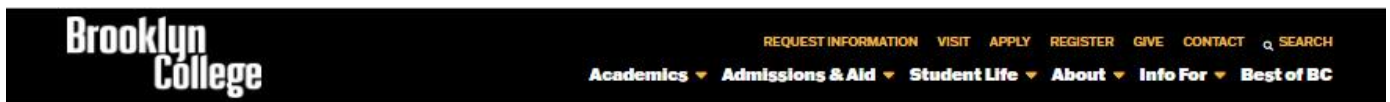
Page 8: Apply

Page 12: Check your application and certification status

June, 2022

1. You can find links and resources on the Brooklyn College Educator Certification website:

<https://www.brooklyn.edu/soe/certification/>



EDUCATOR CERTIFICATION

[Home](#) » [School of Education](#) » [Educator Certification](#)

COMPLETE YOUR CERTIFICATION

You must complete the following requirements in any order to receive certification.

For the most up to date information, visit the New York State [Office of Teaching Initiatives](#).

[ONLINE CERTIFICATION ACCOUNTS](#) >>

COMPLETE YOUR EDUCATION REQUIREMENT

COMPLETE YOUR CERTIFICATION TESTS

COMPLETE YOUR MANDATED WORKSHOPS

COMPLETE YOUR FINGERPRINT CLEARANCE
DOCUMENTATION

APPLY FOR NEW YORK STATE CERTIFICATION

WHAT'S NEXT

TEACH ACCOUNT

Create a New York State Certification [TEACH](#) account.

[How to Check Your TEACH Account \(PDF\)](#)



BROOKLYN COLLEGE EMAIL ACCESS

Make sure your email address is updated so you receive appropriate notifications from Brooklyn College:

1. [BC WebCentral Portal](#)
2. Click on My Info > My E-mail and Text Message Subscriptions.
3. Select the option to subscribe to news from institutional departments.
4. Be sure your preferred e-mail address has been selected in [CUNYfirst](#) as well.
5. Check your e-mail spam and trash to see if you need to mark e-mail from Brooklyn College as safe or OK to receive.
6. For help, [e-mail the Network Support group](#) or call 718.951.4357 and select option 2.

2. Check the [Student Information Sheet](#) for information about selecting your certificate and the program code for your application.

For example, here's the page with the instructions for undergraduate (Bachelor's) programs including Early Childhood and Early Childhood Students with Disabilities

 STUDENT INFORMATION SHEET	Go to www.highered.nys.gov/ncert . Log in. Go to online application. -Verify and update your profile. -Select the certification area related to your degree/program. -You can double check your program by going to http://www.brooklyn.cuny.edu/programs/index.jsp?div=U					
	UNDERGRADUATE PROGRAMS					
Major	Early Childhood Education/Early Childhood Special Education		Early Childhood Teacher, birth-grade	Earth Science grades 7-12	English Teacher, grades 7-12	French Teacher, grades 7-12
Award Title	Bachelor of Arts Complete two applications as follows:		Bachelor of Arts	Bachelor of Arts	Bachelor of Arts	Bachelor of Arts
Select your Area of Interest	Classroom Teacher	Classroom Teacher	Classroom Teacher	Classroom Teacher	Classroom Teacher	Classroom Teacher Foreign Languages
Select your Subject Area	Early Childhood Education	Early Childhood Education	Early Childhood Education	Earth Science grades 7-12	English	French 7-12
Select the Grade Level	Early Childhood Birth-grade 2	Early Childhood Birth-grade 2	Early Childhood Birth-Grade 2	Adolescent grades 7-12	Adolescent Grades 7-12	Adolescent Grades 7-12
Select the Title	Early Childhood education Birth - grade 2	Students with Disabilities Birth - grade 2	Early Childhood Education Birth-grade 2	Earth Science grades 7-12	English Language Arts 7-12	French 7-12
Select certificate	initial	initial	initial	initial	initial	initial
PROGRAM CODE	27988 for both applications.		26737	32681	26812	26796
PATHWAY -->	Pathway Approved Teacher Prep Program.					
 Sheet updated April 2023 Please help reduce our impact. Do not print this document unless absolutely necessary.	Select: I want my application to be reviewed by the State Education Department.					

Undergraduate programs fulfil the education required for **initial** certification.

Most of the Graduate/ Master's / Advanced Certificate programs fulfil the education for **initial and professional** certification.

You will need to select initial certification if you have less than three years of relevant teaching experience.

Initial certification will expire after five years. In order to stay certified in NY after that five year time period, you will need to complete the requirements for a professional certificate, including three years of relevant work experience, a relevant master's degree and coursework, and any other requirements need at the time of the application and evaluation such as INS Permanent Residence or U.S. Citizenship.

Exception: School Psychologists who have less than two years of relevant experience can apply for provisional certification. After two years of relevant experience plus any other requirements need at the time of the application and evaluation such as INS Permanent Residence or U.S. Citizenship, you can apply for permanent certification.

Next: check that your data in the NY State TEACH system is complete.

3. Go to the NY State TEACH site at www.highered.nysed.gov/tcert
4. Check the announcements.
5. Open TEACH Online Services



6. Log In




TEACH is compatible with Internet Explorer 11.

Forgot your Username or Password? [Click Here](#)

TEACH Help Links

<p>Create a NY.gov TEACH account</p>	<p>Add TEACH to a NY.gov account</p>	<p>Employer, Administrator & College Access</p>
<p>If you do not have a NY.gov TEACH account, create one here</p>	<p>If you have a NY.gov account with another State Agency, click here</p>	<p>Public School Districts, Private School Administrators, and New York College/University access to NY.gov TEACH</p>

Please login after reading the [Acceptable Use Policy](#) below


NY.gov ID

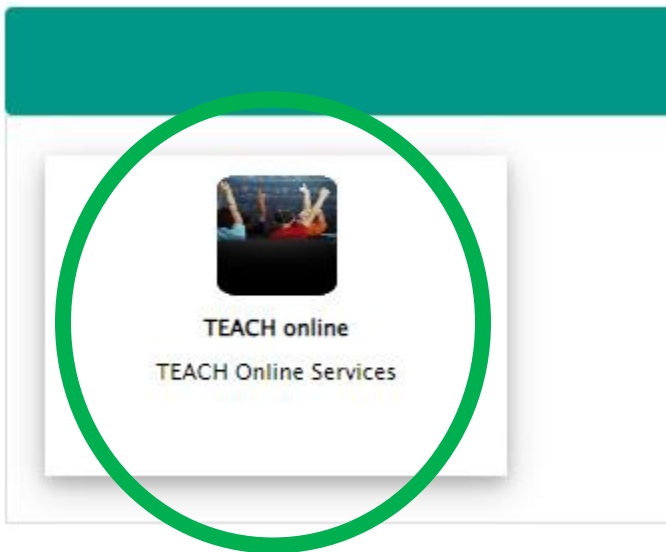
Username:

Password:




Sign In

Forgot your [Username](#) or [Password](#)

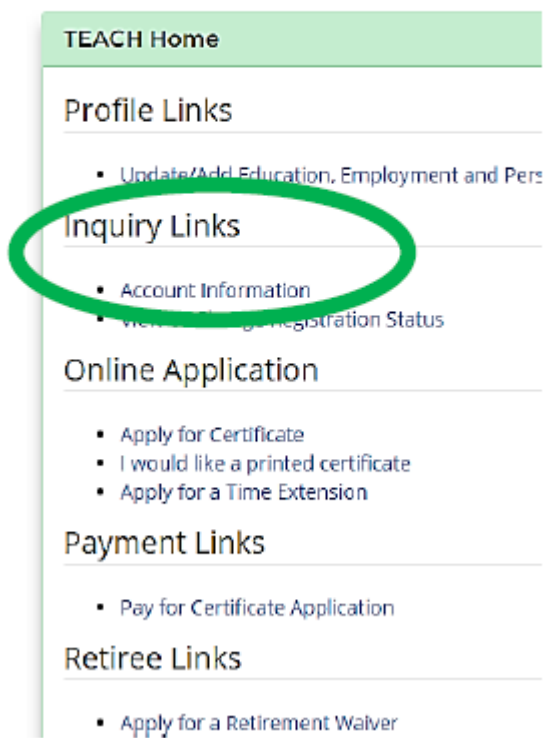
[NY.gov ID - Terms of Service](#)



7. Check if your information is correct

Don't use the    options. If you ever need to start over, select Home

Open Inquiry Links Account Information,



TEACH Home

Profile Links

- Update/Add Education, Employment and Pers

Inquiry Links

- Account Information
- View/Change Registration Status

Online Application

- Apply for Certificate
- I would like a printed certificate
- Apply for a Time Extension

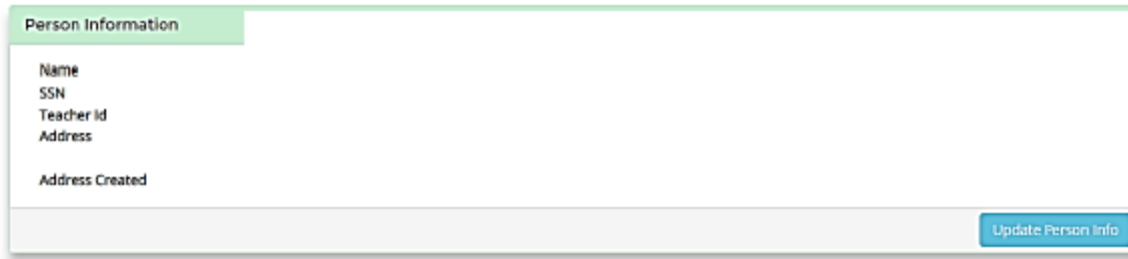
Payment Links

- Pay for Certificate Application

Retiree Links

- Apply for a Retirement Waiver


Person Information: Review and update if needed

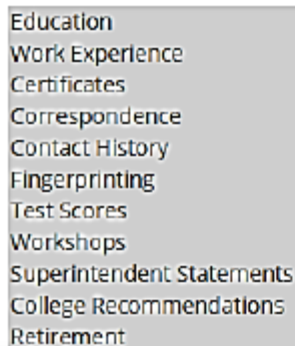


A screenshot of a web form titled "Person Information". The form has a light green header bar with the title. Below the header, there is a list of fields: Name, SSN, Teacher Id, Address, and Address Created. At the bottom right of the form, there is a blue button labeled "Update Person Info".

You can select one or more items and then "submit"

Select information you want to view

 To view more than one category, press CTRL while clicking each category you want to see, then click



A list of categories for selection, displayed in a scrollable box. The categories are: Education, Work Experience, Certificates, Correspondence, Contact History, Fingerprinting, Test Scores, Workshops, Superintendent Statements, College Recommendations, and Retirement.

Submit

If data is not recorded:

➤ **Education:** self reported: You can enter this after your education is done. You cannot add a date in the future. You cannot edit this after you submit as far as I know.

You do not need to send in transcripts if you will finish a Brooklyn College program for certification and get a "recommendation." More on college recommendations, see below.

➤ **Work experience:** This will be relevant for professional/permanent certification. You cannot report a date in the future. You cannot edit this after you submit as far as I know. All work experience for professional (and permanent) certification [must be confirmed by the employer\(s\)](#).

➤ **Certificates:** Applications and/or confirmed certificates will be listed here.

How to check the status of your application: <http://www.highered.nysed.gov/tcert/certificate/checkstatus2.html>
Any items marked "unmet" or "deficient" must be checked manually or will be updated after more information is recorded. You may need to allow about 16 weeks for that to be done after your documents are received if you are not using the Approved Teacher Prep Program pathway.

Citizenship: you should not need to send in documents unless your citizenship is marked "N"

Initial certificates are not automatically printed and sent to teachers.

Certificate effective dates are posted on TEACH.

More information: <https://www.highered.nysed.gov/tcert/certificate/certprocess-issued.html>

➤ **Correspondence.** You can see if documents sent by you or others are recorded

➤ **Fingerprinting**: Records received from DCJS/FBI or NYC or not.

If your records have not been received, and you processed your records already with Identogo or the NYCDOE (New York City Department of Education), send in an OSPRA 104 form:

<http://www.nysed.gov/common/nysed/files/ospra104.pdf>

If the information in section two of the OSPRA 104 form does not apply to you, you can leave it blank.

Send the form to the address at the bottom of the form.

Check your TEACH account about a month after you send in the OSPRA 104 form and look for the statement: "We have received your fingerprint information from NYC." When you see this note, your fingerprint requirement for NY State and NY City is complete. Your TEACH account will only indicate if your records were received, not if your NYC records are currently "cleared".

➤ **Test Scores:** If you have your certification test scores reports and if your scores are not recorded on your TEACH account, you can [contact NYSTCE \(Pearson\)](#).

All account information in your NYSTCE (Pearson) account must match exactly what is listed in your TEACH account.

P=pass, F=Fail, I=incomplete.

If you are taking the three-part multi-subject test, the parts of the test that you did not take will be marked incomplete. PRAXIS scores will not be recorded and will be checked separately.

➤ **Workshops**

- School Violence Prevention which is considered to be part of the college program and completed on your own
- Identification of Child Abuse which is considered to be part of the college program and completed on your own
- Dignity for All Students Act (DASA) workshop

The Autism workshop is needed only for some cases.

[More information](#) including ***how to check if your workshops will be credited for certification***

If you have prior recommendations, the workshops required at that time will be credited and do not need to be listed in your account information.

➤ **College recommendation**: If you

- graduated/completed your program
- and your degree is recorded on CUNYfirst or was confirmed by the Registrar's office
- and if your workshops are done, you can contact the following people for a "recommendation"

Helen Spencer, Certification Officer

hspencer@brooklyn.cuny.edu

Tel. 718-951-5000 x3946

If you are in a Transitional B program such as the Teaching Fellows/Teaching Collaborative or EdPrep/ Sub & Para to Teacher program, contact




Dr. Martinez and Ellen Kreger Romano

Roberto.Martinez@brooklyn.cuny.edu;

EKreger@brooklyn.cuny.edu

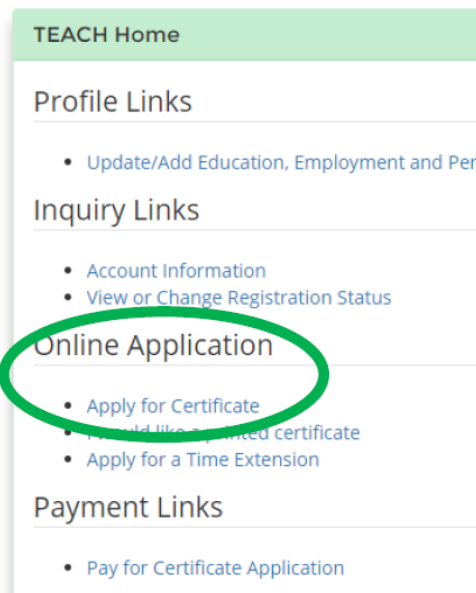
Apply for your certificate.

Go to the Home link

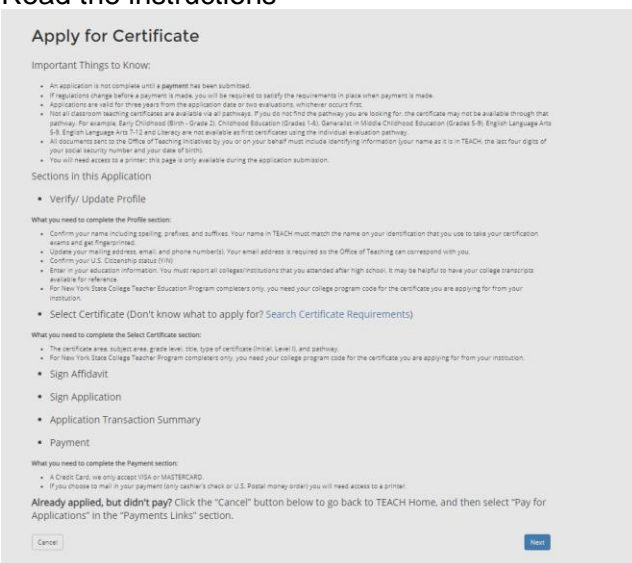
Don't use the    options. If you need to start over, select Home.



Online Application, Apply for Certificate



8. Read the instructions



Verify/Update Profile

To add or edit the information below, click the corresponding edit button. Please make sure the mailing address listed below is correct so that information we need to send to you will reach you. If you do not need to make any changes click the Next button.

- **If there is nothing to update, click next. You may need to click next more than once.**

Step 2 - Select Certificate(s)

To add or edit the information below, click the corresponding edit button. Please make sure the mailing address listed below is correct so that information we need to send to you will reach you. If you do not need to make any changes click the Next button.

Step 1 - Verify / Update Profile

Step 2 - Select Certificate(s)

Step 3 - Sign Affidavit

Step 4 - Confirm and Sign Application

Step 5 - Make Payment

Personal Information

Name

Date of Birth

Gender

Each certificate is treated as a separate application, with specific requirements associated with each certificate based on the type of certificate (Initial, Professional, etc) and the evaluation pathway (Approved Program, Individual Evaluation, Reciprocity, etc) through which you apply. Fees are assessed for each certificate requested and may differ depending on the type and pathway chosen.

Once you click the Add button, you will be asked a series of questions to help determine the appropriate evaluation pathway through which you should apply. After you have responded, TEACH may be able to determine the best pathway for your application. If a pathway cannot be determined, you will be taken to a page to choose from the remaining available pathways under which you may be evaluated. If you do not answer the questions correctly to determine your pathway, the processing of your application may be delayed.

You are only able to apply for one certificate at a time. If you are applying for your first Initial certificate, you must first apply for the certificate that you completed the edTPA for. If you would like to apply for more than one certificate, you will need to repeat the entire application process. You do not have to pay separately. You may submit your applications and return to the TEACH home page. Select Payment Links to pay for all of your applications at one time.

New Certificates and Applications

Select your Certificate Title

Select your Area of Interest

----Select----

Select your Subject Area

Select the Grade Level

Select the Title

Select your Certificate Type

Select the Type of Certificate

Go to the [Student information sheet](#) for instructions including the program code. See page 2 in this document.

The TEACH system does not always require a program code depending on if you have a college recommendation yet or not.

You can only apply for one title at a time.

[Type of certificate:](#)

Initial Certification: if you have fewer than three years of relevant experience.

Professional Certification: if you have three or more years of relevant work experience, and a relevant Graduate/Master's degree as well as the other requirements for professional certification. You can apply for both the initial and professional if you like, and if you do, apply for the initial title first. If all of your work experience is in one title, you should apply for professional certification for that title and then can apply for professional certification for the other. Professional certificates applications require a manual evaluation, so more processing time is needed.

Provisional Certification for School Psychologist candidates with less than two years of relevant experience.

Permanent Certification for School Psychologist candidates with two or more years of relevant experience plus the other requirements for permanent certification.

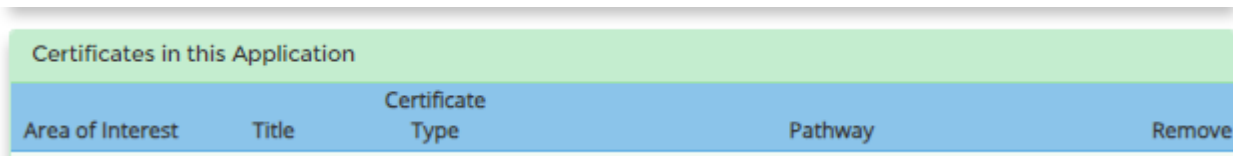
Transitional B: only for people enrolled in a Transitional B program such as the Teaching Fellows/Teaching Collaborative or EdPrep/ Sub & Para

Internship certification: see the details and requirements on the [career page](#).

- Add your application.

If you are applying for more than one title, finish the first application then go to "home" and apply for the next title.

After you add your application, you should see it in this section



Certificates in this Application				
Area of Interest	Title	Certificate Type	Pathway	Remove

Check the [pathway](#).

Approved Teacher Preparation Program is correct if you are applying for certification directly related to your college program and as listed in the Student Information Sheet.

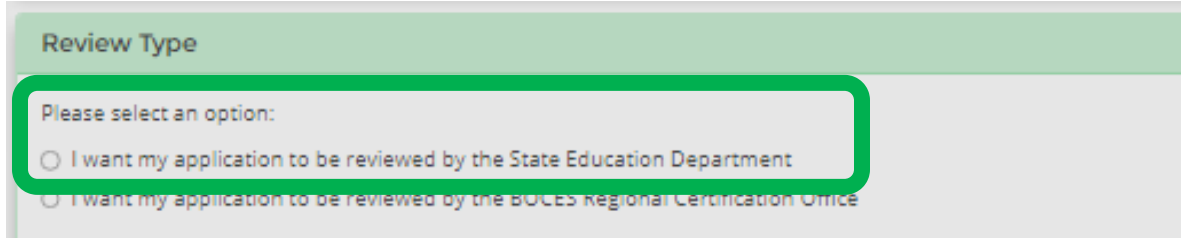
Additional Classroom Teaching Certificate (Must hold a valid certificate) is correct if you are applying for an additional subject/age group that does not match your college program or if you have certification and are applying for an additional title before your college program is done.

Certificate progression: if you have an initial title and are applying for professional certification in the same subject/age group and do not have a matching graduate program for that subject/age group

Individual Evaluation: if you have prior education including [outside the U.S.A](#) that you would like evaluated or are not certified and want to apply before your college program is done.

[Interstate reciprocity:](#) Select only if you have education or certification in another U.S. State.

Select I want my application to be reviewed by the State Education Department



Review Type

Please select an option:

- I want my application to be reviewed by the State Education Department
- I want my application to be reviewed by the BOCES Regional Certification Office

Step 3 - Sign Affidavit

Check the

Application Transaction Summary

In this section

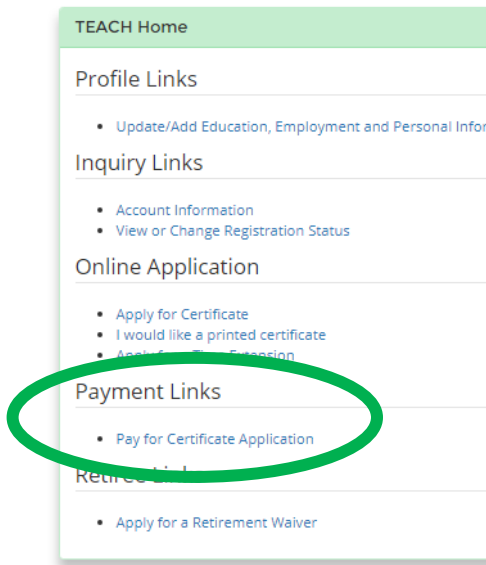
Payments

Approved Teacher Preparation Program: \$50

All other applications: \$100

Unfortunately, we do not have coupons to cover this cost

It's ok to stop here and pay later if you want. If you do that, you will go to Payment Links



TEACH Home

Profile Links

- [Update/Add Education, Employment and Personal Information](#)

Inquiry Links

- [Account Information](#)
- [View or Change Registration Status](#)

Online Application

- [Apply for Certificate](#)
- [I would like a printed certificate](#)
- [Apply for a License Extension](#)

Payment Links

- [Pay for Certificate Application](#)

Retirement

- [Apply for a Retirement Waiver](#)

Check your application.

Go to Home

Open Inquiry Links Account Information,

TEACH Home

Profile Links

- Update/Add Education, Employment and Pers

Inquiry Links

- Account Information
- View My Registration Status

Online Application

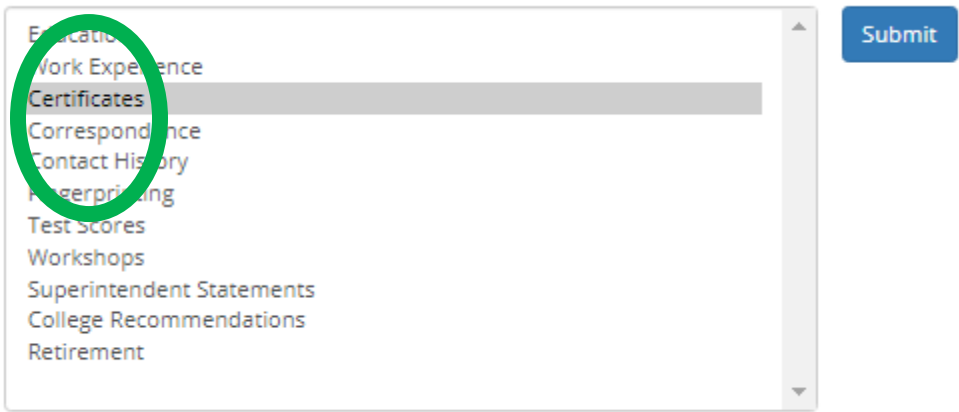
- Apply for Certificate
- I would like a printed certificate
- Apply for a Time Extension

Payment Links

- Pay for Certificate Application

Retiree Links

- Apply for a Retirement Waiver



Applications are valid for three years or two evaluations, whichever comes first.

Check the applications, including the application date, if the application is paid (Yes, No) and open **View Evaluation History**.

Applications are valid for three years or two evaluations, whichever comes first.

Applications									
Show 10 entries Search: <input type="text"/>									
	Credential	Cert Path	Application Type	Status	Application Date	Ready For Review Date	Evaluation History	Discipline Hold?	Application Paid?
<input type="radio"/>	Childhood Education (Grades 1-6), Initial Certificate	Pathway: Approved Teacher Prep Program - Additional Certificate	Certificate	Not Ready For Review	08/03/2021	N/A	View Evaluation History	N	N
<input type="radio"/>	Earth Science 7	Pathway: Additional	Certificate	Not Ready	06/12/2022	N/A		N	N

If something is missing, such as workshops or fingerprint records, see the information on page 6-7.

How to check your application status:
<http://www.highered.nysed.gov/tcert/certificate/checkstatus2.html>

How much time is needed for certification to be confirmed?

Initial certificates using pathway Approved Teacher Preparation Program are often confirmed one or two days after the data is complete.

How to check your certification status including issued and expiration dates.

Certificates						
Issued Certificates						
Show 10 entries Search: <input type="text"/>						
Credential	Status	Application Type	Issued / Effective Date	Original Exp. Date	Time Extended Exp. Date	Control Number

How is certification confirmed?

Certificate effective dates will be posted on TEACH. <https://www.highered.nysed.gov/tcert/certificate/certprocess-issued.html>

You will not receive a printed copy of your issued time-limited certificate(s) such as the Provisional, Initial, Transitional, Teaching Assistant Levels I, II, and Pre-Professional types. Instead, you can verify that your certificate has been issued by logging in to your TEACH Online Services account and viewing the certificate table in Account Information. You can take a screenshot of your certification status.

What documents are needed?

When you apply for **professional** certification, your employer will need to send in a form to confirm that you completed three years of relevant work experience.

<http://www.highered.nysed.gov/tcert/certificate/form.html>

The payroll secretary for your school can contact the HR director to send the work experience data to the state.

If you have been teaching as a NYC DOE substitute teacher, you can write to the NYC DOE Certification Unit staff at nycdoecertunit@schools.nyc.gov. You can ask for the substitute work experience data to be sent to the state. They will need to know your file number.

Information on the mentoring requirement: <http://www.highered.nysed.gov/tcert/resteachers/mentoringreq.html>

If you worked in a NYC DOE school, you can contact the NYC DOE Certification office to request that they send your mentored experience information to the state. You can write to mentorverification@schools.nyc.gov. They will need to know your file number.

Any items marked "unmet" or "deficient" must be checked manually or will be updated when more information is recorded. You may need to allow about 16 weeks for a manual review if you applied for professional certification or used Pathway: Additional Classroom Teaching Certificate (Must hold a valid certificate), Individual evaluation, or Certificate Progression.

Transcripts: the New York State Dept. of Education (NYSED) Office of Teaching Initiatives (OTI) staff *will not need* transcripts if you will finish your college program as listed on the Student Information Sheet. For other applicants, transcripts will be needed.

How to order Brooklyn College transcripts:

<http://www.brooklyn.cuny.edu/web/about/administration/enrollment/registrar/transcripts.php>

How and where to send transcripts:

<http://www.highered.nysed.gov/tcert/certificate/transcripts.html>

You can show your employer your application status.

These instructions cover most, but not all situations.

The information in this document 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. If regulations change before a payment is made, you will be required to satisfy the requirements in place when payment is made.

Questions:

You can contact Helen Spencer, Certification Officer

hspencer@brooklyn.cuny.edu

Tel. 718-951-5000 x3946

If you are in a Transitional B program such as the Teaching Fellows/Teaching Collaborative or EdPrep/ Sub & Para to Teacher program, contact

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