## Teachers College (TC) Requirements:
- Pick-up & complete a “degree application” (Registrar Office, Thordike 3rd fl)
- Complete your IRDF and submit to the Office of Teacher Education (OTE) – Zankel Hall 411
- Include ALL Official UNDERGRADUATE & Other NON-TC transcripts
- Workshops:
  - Child Abuse Workshop proof
  - School Violence Prevention Workshop proof
  - Dignity for All Students Act (DASA)
- OR
  - HBSS 4116 (taken in lieu of Child Abuse/School Violence Workshops) & DASA proof
- OR
  - Recorded on the NYSED-TEACH System:
    - Child Abuse
    - School Violence Prevention
    - DASA
- Candidates completing the Literacy Specialist OR Reading Specialist program ONLY:
  - Provide proof of completion of an approved teacher preparation program and/or a copy of a VALID state issued teaching certificate/credential/license. An institutional recommendation will NOT be entered until proof is provided to OTE

**Note:** If you are expecting to graduate, the OTE will not be able to process your IRDF/NYSED recommendation until your degree has been cleared/awarded.

## New York State Education Department (NYSED) Requirements:
- On the NYSED–TEACH System:
  - Go to: [www.highered.nysed.gov/tcert](http://www.highered.nysed.gov/tcert)
  - Electronically apply for the certificate(s)
  - Pay $50 per certificate

**If graduating on February 2014, pass CURRENT New York State Teacher Certification Exams (NYSTCE) (if applicable):**
- LAST (Liberal Arts & Science Test)
- ATS-W (Assessment in Teaching Skills–Written)
- CST (CURRENT- Content Specialty Test)
- BEA (Bilingual Education Assessment) – applicable only to Bilingual Extension candidates- no changes done
- SBL (CURRENT-School Building Leader Assessment) applicable only to Ed Leadership candidates

**NEW exams:** For candidates applying for certification on OR after May 1, 2014 who applied for certification before April 30, 2014 BUT did NOT meet all the requirements for a NYS-INITIAL certificate on or before April 30, 2014
- edTPA (education teacher Performance Assessment)
- EAS (Educating All Students)
- ALST (Academic Literacy Skills Test)
- CST (REVISED- Content Specialty Test)
- BEA (Bilingual Education Assessment) – applicable only to Bilingual Extension candidates- no changes done
- SBL (REVISED-School Building Leader Assessment) - applicable only to Ed Leadership candidates
- EAS (Educating All Students)
- Fingerprint Clearance reflecting on your NYSED-TEACH account information

### FYI & ATTENTION

**NYSED “General Core Liberal Arts and Science” Pre-requisites:**
**NYSED “Content Core requirement 30 credits (in that certificate subject area; see below)**

**NOTE:** Prior to a Teachers College institutional recommendation, the following MUST be satisfactory met:

#### Pre-K & Elementary Level: 6 credits (each in):
- Math (courses taken under “MATH” Dept. ONLY)
- Science (courses taken under “SCIENCE” Dept. ONLY)
- English
- History
- Foreign Language

#### Secondary Level: 3 credits (each in):
- Math (courses taken under “MATH” Dept. ONLY)
- Science (courses taken under “SCIENCE” Dept. ONLY)
- English
- History
- Foreign Language

#### Secondary subject area (related to that teaching certificate subject area)
- (i.e. math, biology, etc)- 30 credits

Submit your IRDF (and ALL supporting documents) to:

**The Office of Teacher Education (OTE)**
525 W. 120th Street Box 97
New York, NY 10027

**ATTN:** Faride Suarez, Associate Director of Certification Compliance

*You must follow all NYSED application steps & update your NYSED TEACH “Education History” information. After satisfactory completing all of the above (Teachers College and NYSED) requirements and having been institutionally recommended, then approximately 24-48 hours after recommendation is entered, your NYS-teaching certificate would be reflecting as issued on your NYSED-TEACH account information Check your NYSED - TEACH “Account Information” System for updates and certificate status.*

*Remember to keep a copy of all your documents for your records.*
Institutional Recommendation Data Form (IRDF) for New York State Certification

Complete and return this form to the Office of Teacher Education (OTE) - Zankel Hall 411. If applying for multiple certifications, you MUST complete an IRDF’s for EACH “Certificate Title/grade” - Please use BLUE or BLACK ink ONLY (NO PENCIL).

General Information

Name: Last First Middle TC#:
Other Last Name(s) previously used: SS# (required by NYSED for certification purpose)
Mailing Address: Date of Birth:
Email Address: Telephone #:
Gender: Male Female

Teachers College Graduation Periods

NOTE: Candidates already with a conferred degree may submit the IRDF as soon as the IRDF is completed.

I will be graduating in May I will be graduating in October. (I will be taking courses during):
SUMMER A SUMMER B None

I will be graduating in February

Certification Information

Degree Type: MA M Ed MS Ed D Certification Type: Initial Professional Permanent Trans-B (PCF ONLY)
Provisional (School Psychologist & School Counseling ONLY)

Conferred Degree Date: Certification Title:

Previous Certificate Title: Previous Certificate Type:
Initial Provisional Permanent Trans-B Other:

Enclosures

All candidates MUST submit the following required documents

Official Undergraduate & other non-TC transcripts in sealed in original envelope. Note: Teachers College transcripts will be supplied by OTE.

Child Abuse (CA) Workshop Form School Violence Prevention (SVP) Workshop Form Dignity for All Students Act (DASA) Workshop Form

OR OR

HBSS 4116 DASA proof

Recorded on the NYSED – TEACH System:

CA SVP DASA

CA SVP AND DASA

NOTE: Candidates completing the Literacy Specialist OR Reading Specialist program ONLY:

Provide proof of completion of an approved teacher preparation program and/or a copy of a VALID state issued teaching certificate. An institutional recommendation will not be entered until proof is provided to OTE.

Permanent OR Professional NYS-certificate candidates ONLY:

The NYSED- “Verification of Experience” form MUST be completed & mailed (by the candidate) to the NYSED.

Signature

I declare and affirm that the statements made in this data form, including accompanying documents, are true, complete and correct. I understand that any false or misleading information in, or in connection with, my data form may be cause for denial or loss of certification and may result in criminal prosecution.

Candidate Signature: Date Signed:

For Office Use ONLY

Official Undergraduate Transcript Transcript:
CA SVP DASA

HBSS 4116 DASA

NYSED-TEACH: CA SVP DASA

Institutional Code: 471500 Program Code:

Major Code

Processing Stamps Processing Comment: Date Received Stamp First Entry By:

MTH SCI HIST ENG FL REG Cleared Date received from REG

Final Entry By: