Timeline to a…
New York State Education Department (NYSED) Approved Teacher Preparation Program leading to Initial/Professional Certification

At the start of your program:

- Consult with your program advisor to confirm that you have been admitted into a program leading to a NYSED approved initial/professional certificate. Requirements include (but not limited to):
  - Your program teacher preparation course outline
  - Depending on program requirement: Student teaching/practicum placement
  - Child Abuse Identification & School Violence Intervention & Prevention Workshops

As you go along in your studies, keep in mind that there are certain certification requirements that also need to be addressed prior to completion of your program:

- Take 2 Workshops:
  - Child Abuse Identification
    - Online Course: [www.childabuseworkshop.com](http://www.childabuseworkshop.com) ($39.95)
    - or
    - In-Person: [www.continuingeducation.tc.columbia.edu](http://www.continuingeducation.tc.columbia.edu) ($55). Click on ‘Courses’, then search for ‘Course in Child Abuse’

- AND School Violence Intervention & Prevention.
  - Online Courses: [www.violenceworkshop.com](http://www.violenceworkshop.com) ($50). A $15 rebate is offered if taken together with [www.childabuseworkshop.com](http://www.childabuseworkshop.com) course.
  - or
  - In-Person: [www.continuingeducation.tc.columbia.edu](http://www.continuingeducation.tc.columbia.edu) ($55) Click on ‘Courses,’ then search for ‘School Violence Training’

- OR have taken (at TC) the HBSS 4116 course

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• 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) – refer to the NYSED website for required assessment: http://eservices.nysed.gov/teach/certhelp/CertRequirementHelp.do
  • Content Specialty Test (CST) – kindly refer to the abovementioned NYSED website for required subject
  • Bilingual Education Assessment (BEA) – required ONLY for Bilingual Extension program completer

• Obtain Fingerprint clearance:

  • If fingerprinted at the New York City Department of Education (NYCDOE) at 65 Court Street, You will have to complete an OSPRA 104 Form. Check NYCDOE website for hours, acceptable ID's & payment. Please Note: This form is to be filed by individuals who have been previously fingerprinted (after July 1, 1990) for a license and/or employment by the New York City Board of Education (NYCBOE) and are authorizing the NYCBOE to forward their criminal history to the New York State Education Department for certification application and/or employment purposes.

  OR

• Pick up a state Fingerprinting packet from the Office of Teacher Education & School-based support Services (OTE/SSS) located at 400 Russell Hall (RH) & follow instructions. You will have to complete an OSPRA 103 Form packet to send your fingerprints to NYC. Please Note: This form is to be filed by individuals who have submitted, or are in the process of submitting their fingerprints to the New York State Education Department and are seeking employment with the NYCDOE. Inaccurate information will delay processing.

Certification Recommendation Process /Requirements (to be done during your last semester):

• A GRADUATION FORM must be filed with the Registrar’s Office 150 Horace Mann (HM). Check their current deadlines at: www.tc.columbia.edu/registrar/advising.htm#degrees

• Submission of your required Student Teaching Record of Hours & Grid of Hours 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 must be submitted to the office of the Registrar (150 HM)
• “HOLDS” must be cleared and all library books and other borrowed materials must be returned
• Submission of a **COMPLETED** Institutional Recommendation Data Form (IRDF) for New York State Certification, with required documentations, 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 follow:
  • Your completely filled in IRDF. The IRDF can be printed off the OTE/SSS website: [www.tc.edu/ote](http://www.tc.edu/ote) OR it can be obtained at the OTE/SSS (400 RH)
  • Official Undergraduate & Post-Graduate transcripts (other than TC)
  • Child Abuse Identification & School Violence Intervention & Prevention workshops (unless you have taken at TC the HBSS 4116 course)

**NYSED - TEACH Online Services System Process (to be done during your last semester):**

• Students are responsible to:
  • Go to the NYSED website: [www.highered.nysed.gov/tcert/](http://www.highered.nysed.gov/tcert/)
  • Create a TEACH account
  • Apply electronically for certificate(s) thru TEACH
  • Pay for certificate(s). Students 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:

  New York State Education Department  
  Office of Teacher Initiatives  
  P.O. Box 22064  
  Albany, NY 12201
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, generate a letter to the student stating the completion of the NYSED approved teacher preparation program (to be used for possible employment purposes)

- For your information, tracking of your certification status can be obtained at 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 40 other states. For a list of states, 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 their State certification exam(s), and fulfill any additional certification requirement(s) they may have.

These 40 states may require verification of program completion:

- Either on a form provide by the state’s Department of Education you are trying to become certified/licensed in
- **OR** on an official letter from the 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.**