New York State Education Department (NYSED)
Teacher Certification Information
OTE-Teacher certification compliance contact:

• Faride Suarez  
  Associate Director for Teacher Certification Compliance  
  Tel.# (212) 678-3502  
  Fax# (212) 678-3153  
  Email: suarez2@tc.columbia.edu  
  Location: Zankel Building 411

• Jose Osorio  
  Teacher Certification Manager  
  Tel.# (212) 678-3502  
  Fax# (212) 678-3153  
  Email: osorio@tc.columbia.edu  
  Location: Zankel Building 411

Revised by FS: 8/19/2014
Teacher Certification Information

Your part of the Teacher Certification Process:

- When ready to graduate, submit your degree application to the Registrar’s Office (Thorndike 3rd floor) prior to or by Registrar’s Office deadline.

- Degree clearance/conferral: means you have successfully and officially completed all the Teachers College (TC) “approved teacher preparation program”/education degree requirements and that the Registrar’s Office has identified you as duly graduated (degree conferred date indicated on transcript).

- Complete the Institutional Recommendation Data Form (IRDF) and submit to OTE (ZB-411) together with:
  - your official bachelor’s degree transcript and any additional non-Teachers College official transcript(s).
  - proof of completion of the (three) NYSED required workshops: child abuse, the school violence intervention & prevention, and the Dignity for All Students Act (DASA).
Teacher Certification Information

Your part of the Teacher Certification Process, Cont…

- NYSED-TEACH website: www.highered.nysed.gov/tcert
- You MUST create a NYSED-TEACH online account as soon as possible
- You must enter/edit/update, on your NYSED-TEACH account, all of your higher education information (i.e. undergraduate, graduate, non-degree)
- After ALL your information is updated on your NYSED-TEACH acct, click next to apply for your NYS-teaching certificate(s), if applicable.
- Click/choose the appropriate drop down option, based on your program completion and certificate title/type you are applying (i.e. Early Childhood Ed B-2—INITIAL).
- NYS-teaching certificate fee is $50 each (when applying via the approved teacher preparation pathway (institutional recommendation) & $100 each when applying via the interstate/reciprocity pathway and/or the individual pathway (on your own/directly to the NYSED)).
The table below identifies the current New York State Teacher Certification examinations (NYSTCE) required as of 5/1/2014 for NYS-first-time INITIAL teaching certificate holder.

<table>
<thead>
<tr>
<th>Candidate</th>
<th>New Exams</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Candidate</strong></td>
<td></td>
</tr>
<tr>
<td>New Exams</td>
<td></td>
</tr>
<tr>
<td><strong>edTPA</strong> (unless you are holding a valid NYS-INITIAL teaching certificate)</td>
<td></td>
</tr>
<tr>
<td><strong>Educating All Students Test (EAS)</strong> (unless you are holding a valid NYS-INITIAL teaching certificate)</td>
<td></td>
</tr>
<tr>
<td><strong>Teacher</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Academic Literacy Skills Test (ALST)</strong> (unless you are holding a valid NYS-INITIAL teaching certificate)</td>
<td></td>
</tr>
<tr>
<td><strong>Revised Content Specialty Tests (CST)</strong></td>
<td></td>
</tr>
<tr>
<td><strong>School Building Leader</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Revised School Building Leader Assessment (SBL-- part 1 &amp; part 2)</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Educating All Students Test (EAS)</strong></td>
<td></td>
</tr>
</tbody>
</table>
Teacher Certification Information

Your part of the Teacher Certification Process: Cont...

You have fulfilled all requirements for NYSED Initial Certification, including –

Completion of NYSED-required Workshops:
- Child Abuse Identification
- School Violence Intervention and Prevention
  - Online Course: www.violenceworkshop.com ($50)
  - *$15 rebate offered if taken together with: www.childabuseworkshop.com
- Dignity for All Students Act (DASA)
  - OR

You may register @ TC for: HBSS 4116 (1 credit) course which covers the following workshops:
  - Child abuse,
  - school violence Intervention & prevention,
  - Dignity for All Student Act (DASA): (a DASA proof of completion form will be provided to you by the course instructor, upon satisfactory meeting the 6 hours workshop requirement...for you to mail to the NYSED directly)
  - OR

- Have workshop(s) recorded on your NYSED-TEACH online account information by submitting proof of completion to the NYSED
Teacher Certification Information

Your part of the Teacher Certification Process: Cont...

You have fulfilled all requirements for NYSED Initial Certification, including –

3. **Fingerprinting:**
   - Obtain Fingerprint Clearance. Please see “Fingerprint Info Sheet” for more details
   - __ Go to NYCDOE in Brooklyn, Columbia University Public Safety Office, or a police precinct
   - __ Send your fingerprints to the State level by filling out the OSPRA 104 form (only applicable to people who were fingerprinted in Brooklyn through NYCDOE)
Teacher Certification Information

Those seeking to obtain NYS-Professional Teacher Certification….

MUST meet ALL requirements below –

• Hold a NYS-valid teaching certificate in that same title
• Completion of a NYS Registered Program at a master’s degree level
• Passing scores on ALL required NYSTCE: OLD exams, if NYS-INITIALLY certified prior to 4/30/2014: LAST, ATS-W and CST (if applicable)----New Exams, if INITIALLY after 5/1/2014: EdTPA, ALST, EAS, CST
• Full-time, paid classroom teaching experience for a minimum of 3 years (MUST self report on NYSED-TEACH account)
• Completion of a 1 year Mentored Experience as a classroom teacher (candidates must request the mentored through their public school district(s)) for it to be submitted to the NYSED directly
• Fingerprint Clearance
• Citizenship Status - INS Permanent Resident or U.S. Citizenship

Revised by FS: 8/19/2014
Teacher Certification Information

TC’s part of the process (OTE):

The office of the Associate Director for Teacher Certification Compliance will:

- Inform you of any missing information and/or documents, after your IRDF submission to the OTE (ZB 411)

- Evaluate your application and supporting documents, when ALL documents are submitted to OTE and degree is cleared/awarded by the Registrar’s office.

- Recommend you for the teaching certificate(s), in the field in which your TC approved teacher preparation program was successfully completed and degree was awarded

- Enter your teaching certificate(s) institutional recommendation via the NYSED-TEACH online system

- Mail you a letter informing you that your institutional recommendation was entered based on your satisfactory completion of the approved teacher preparation program you completed at TC.
Teacher Certification Information

NYSED’s part of the process:

NYSED will…

- Process your $50.00 application fee; your payment options are:
  - credit card (preferred),
  - personal check (must print voucher and submit with payment)
  - money order (must print voucher and submit with payment)

- Issue your teaching certificate(s) if ALL requirements are met:
  - All required exams are passed,
  - fingerprint clearance is reflecting on your NYSED-TEACH account
  - You entered/paid for your electronic teaching certificate application
  - institutional recommendation is entered, if applying via the approved teacher preparation pathway.

Helpful Links:

- [www.nystce.nesinc.com](http://www.nystce.nesinc.com) (to seek NYS-certification examination/registration information)
- [www.highered.nysed.gov/tcert](http://www.highered.nysed.gov/tcert) (to check the status of your NYSED-TEACH account information)