CHECKLIST FOR OBTAINING INITIAL TEACHER CERTIFICATION
Through Institutional Recommendation at Teachers College

You MUST do ALL of the following:

BEFORE student teaching:
___ Download Student Teaching Packet from www.tc.edu/ote or pick up at Zankel, Room 411
___ Get fingerprinted
___ Register online with New York City at www.teachnyc.net as a student teacher
___ Obtain a “Clearance Letter” from the Office of Teacher Education (OTE) after completing all of the above requirements in order to be allowed to start student teaching

For BOTH placements:
___ Track the number of hours at the school site on the time sheet
___ Submit “Record of Hours” and “Placement Diversity Report” form to OTE

Obtain Fingerprint Clearance (if not done so already) Please see “Fingerprint Info Sheet” for more details
___ Go to NYCDOE in Brooklyn or go to a MorphoTrust location
___ 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)

Take 3 Workshops
___ Child Abuse and Identification and Reporting Training (Unless you have taken HBSS 4116)
___ School Violence Intervention and Prevention Training (Unless you have taken HBSS 4116)
___ Dignity for All Students Act (DASA) Training

Meet Liberal Arts credit requirements in following subjects (if not done so already)
___ English, Mathematics, Science, Social Science, and Foreign Language

Take 4 New York State Exams for Initial Certification
Registration and preparation guides are available at: www.nystce.nesinc.com and at www.edtpa.com (for the edTPA)
___ edTPA (Teacher Performance Assessment) (Unless you already hold an initial certificate from New York State)
Special Note: A passing score on the ATS-W exam will be accepted toward certification if you did not obtain a passing score on the edTPA between 5/1/14-6/30/16.
___ Academic Literacy Skills Test (ALST)
___ Educating All Students Test (EAS)
___ Revised Content Specialty Test (CST) (Check NYSED website for which test) (The previous CST will be accepted)
  http://eservices.nysed.gov/teach/erthelp/CertRequirementHelp.do

Apply for a teaching certificate via the NYSED (State) TEACH system (Different from NYC TEACH)
___ Go to http://www.highered.nysed.gov/tecert/

Submit Institutional Recommendation Data Form (IRDF)
___ Fill out Institutional Recommendation Data Form and submit to Zankel, 411 along with:
    ___ All official undergraduate and other non-TC transcripts sealed in original envelopes
    ___ Child Abuse workshop form and school violence prevention workshop certificates unless HBSS 4116 was taken at TC (if not done so already)
    ___ Proof of Dignity Act (DASA) training
Teacher Certification is a 2-Step Process

Step 1: Recommendation by TC

The Institutional Recommendation Data Form (IRDF) should be submitted in the semester in which you will be graduating. It will be processed once **ALL of the grades for ALL of your courses** are on record with the Registrar’s office.

Once the Office of Teacher Education receives a list from the Registrar’s office stating that you will be allowed to graduate and your IRDF packet is complete, you can check the status of your institutional recommendation by logging into: [www.highered.nysed.gov/tcert](http://www.highered.nysed.gov/tcert)

Step 2: Issuance of Certificate by NYSED

The New York State Education Department (NYSED) will then check to see whether you have passed all of your teacher certification exams and they have received your fingerprint clearance. If this is the case, you will see your “certificate” posted on the NYSED account. Note: You will not receive an actual “certificate” in the mail.

**IN ORDER TO MAKE SURE EVERYTHING IS IN ORDER BY THE SEMESTER IN WHICH YOU PLAN TO GRADUATE, PLEASE MAKE SURE THE FOLLOWING ARE MET:**

- Liberal arts requirements have been satisfactorily met through courses taken at the undergraduate level, CLEP, or online/other course(s). Note: Math/science courses MUST be taken through the Math/Science Department respectively at any given institution.
- Undergraduate transcript reflects obtainment of a Bachelor’s degree.
- The Record of Hours forms for both student teaching placements must have been submitted to the Office of Teacher Education.
- Fingerprints are on record at the NEW YORK STATE level.
  - If you were fingerprinted by MorphoTrust in NY, there is no need to do anything
    - You can check whether your fingerprints are in order by checking your NYSED account:
      1) Go to: [http://www.highered.nysed.gov/tcert/teach/](http://www.highered.nysed.gov/tcert/teach/),
      2) Click on “Account Information,”
      3) Select “Fingerprinting” inside the white box,
      4) Press “Go.” It should say, “Your DCJS and FBI results have been received.” Or “Your fingerprints have been received from NYC.”
  - If you were fingerprinted by NYCDOE, please send an OSPRA 104 to NYCDOE

**SPECIAL NOTES:**

1) If you took the HBSS 4116 course, a note will be put on your TC transcript to fulfill the certification workshop requirement.
2) If you **did not** pass the edTPA, you may retake a task(s) or take the Assessment of Teaching Skills-Written (ATS-W) exam or submit an Attestation Form. You must receive a passing score on the ATS-W prior to June 30, 2017 in order to be issued an Initial certificate. After June 30, 2017, all teacher candidates must receive a passing score on the edTPA in order to obtain initial certification.
3) All certificates will have an “Issued/Effective Date” which will allow you to be hired as of that date.
4) A Letter of Good Standing for employment purposes will only be provided upon your request AND submission of a complete IRDF packet. Note: If you submitted your child abuse and violence prevention certificate before student teaching, there is no need to submit another copy to OTE. If you took the Dignity Act/DASA workshop at TC, there is **NO** need to submit a copy of the certificate to the Office of Teacher Ed with your IRDF.

Visit [www.tc.edu/ote](http://www.tc.edu/ote) for forms and information  
Questions? Contact 212.678.3502 or [ote@tc.edu](mailto:ote@tc.edu)  
Rev. 4.25.2016