Teachers College
COLUMBIA UNIVERSITY
*Office of Doctoral Studies*
Box 172 ● 324 Bldg 528 ● 525 West 120th Street ● New York, NY 10027 Phone: (212) 678-4050 ● Fax: (212) 678-4050

# The EdD & PhD Doctoral Certification Application Instructions and Procedures

**The student responsibility is to read the front and reverse side of this form for important information.**

**NOTE:** Due to **FERPA** guidelines, the Office of the Registrar will not produce a list of students taking the Certification Examination. Therefore, to ensure you have all applicable information, keep these instructions and make a copy of your certification application form for your records. An E-mail will be sent acknowledging receipt and approval of the Certification Examination Application.

Please submit your certification application to the Office of Doctoral Studies at ods@tc.columbia.edu. It can be scanned and E-mailed. For instructions on how to complete fillable forms, please visit our website on How to Use Fillable Forms. For cancellations, send an email to your advisor and ods@tc.columbia.edu with your name, the DEPT, the Program, and the date of the examination. Cancellations must be received no later than 48 hours prior to the certification exam.

Certification Examination Application Deadline (for all Spring 2027 exams:) **Thursday, January 21st, 2027**

- **ODS-Administered Exams** **Date of Exam: Friday, February 19th, 2027**



**COMPUTER USERS AND WRITERS**

**HORACE MANN 234**



Applicants should be in their assigned rooms at:

- 8:30 – 8:40 am - Morning Session ⇔ AM Session Starts at: 9:00 am and ends at 12:00 NOON
- 1:15 – 1:25 pm - Afternoon Session ⇔ PM Session Starts at: 1:45 pm and ends at 4:45 pm

Please Note: Some Programs in the DEPT's listed below **DO NOT** fill out this certification application through the Office of the Registrar. Please contact your DEPT or Program for more detailed information.

**A&H**
https://www.tc.columbia.edu/doctoral/certification-exam/arts-and-humanities
**C&T**
https://www.tc.columbia.edu/doctoral/certification-exam/curriculum-and-teaching/
**EPSA**
https://www.tc.columbia.edu/doctoral/certification-exam/education-policy--social-analysis/
**HAEP**
https://www.tc.columbia.edu/doctoral/certification-exam/health-studies-and-applied-educational-psychology/
**ITS**
https://www.tc.columbia.edu/doctoral/certification-exam/international--transcultural-studies/
**ORL**
https://www.tc.columbia.edu/doctoral/certification-exam/organization-and-leadership/

**MEMO REQUIREMENTS: All memos must accompany the application.**

| | |
|---|---|
| (**ExHr**) Extra Hour | An (**ExHr**) Extra Hour is only given to doctoral students whose native language is not English. The advisor will initial in the Extra Hour area on the application form. |
| (**T/H**) Take-Home Exam | Non-standard (**T/H**) Take-Home Exams require a memo from the advisor. Take-Home Exams and instructions are picked up in the student's Program Office. |
| (**DEPT**) Department | Non-standard Department led exams (**DEPT**) require a memo from the advisor. The Department is responsible for making testing arrangements for the student. |

**Interdisciplinary Studies in Education**

- Interdisciplinary Students are required to submit the certification application and have both advisors sign the form along with a letter describing the nature of the exam, including starting and ending dates.

**(DRA) Disability Related Accommodations**

- Contact: The Office of Access and Services for Individuals with Disabilities (OASID), oasidexams@tc.columbia.edu, (212) 678-3689. OASID will notify the Office of the Registrar if the student has registered for disability related accommodations.

**Information:**

**a.** Cellular Phones must be turned off during the examination. Wrist watches must be removed. A clock will be available.

**b.** Dictionary: Electronic or Hard Copy is allowed during the examination (students must provide their own dictionary).

**c.** Calculator: A non-programmable, non-internet connecting calculator may be used during the examination for writers only. Computer users will use the calculator program within the operating system. Calculators on cellular phones may not be used. (Students must provide their own calculator).

**d.** Special Instructions: It is the candidate's responsibility to ask the advisor what is permitted during the certification examination e.g., bibliography, references, notes or other materials. The advisor must specify what each student is allowed by placing the information on the examination envelope for the Proctor.

**Directions:**

1. The Doctoral Certification Exam is **ONLY** for fully admitted doctoral students.
2. It is the student's responsibility to give the Office of the Registrar accurate information and obtain the advisor's signature on the certification application.
3. The Certification Examination Application must be filled out using the provided pdf fillable form and signed electronically.
4. The Office of the Registrar is not responsible for an incomplete certification application.
5. For students requesting to retake the examination, the Office of the Registrar must have received the results of your previous examination before a retake can be authorized.
6. Note: College Policy Re: Incomplete Grades
   Doctoral students with (6) six or more credits of missing grades or grades of Incomplete included on their program of study will not be allowed to sit for the certification examination. If you have six or more credits of missing grades or grades of Incomplete, please be sure that you have submitted your Program Plan at least one week prior to the certification examination date for review.
7. The certification application you submit for this certification examination may not be used for future examinations.
   If you decide to take the certification examination at a later date you must submit a new Certification Examination Application. Please check the Teachers College website for the academic calendar for the dates the certification examination is being offered.
   - **Non Psychology Major** exams are offered in **October**, **February**, and **June**.
   - **Psychology Major** exams are offered in **October** and **February**.
8. The student's and advisor's signatures are required on the certification application. The advisor is responsible for informing the student whether he or she is taking the AM, PM, or BOTH sessions (AM & PM) of the examination and whether the exam will be offered as a T/H exam or a DEPT exam.
9. **The application submission deadline applies to all exams, including T/H and DEPT exams offered at an time during the semester. Late applications will not be accepted.**

**Computer Instructions:**

To ensure that the computing option works to everyone's best advantage, we ask you to please read carefully and make certain you understand and agree to the following:

- I know how to use the computer I have chosen.
- In the event of a major computer failure, I understand that the Teachers College Proctor may ask me to write my answers. I hereby agree to honor such a request.
- **I agree to save my work often, and to verify that such saving was successful throughout the course of the examination.**

(REV. Nov/2026)

| Office Use Only | | | |
|---|---|---|---|
| ☐ | A&H | ☐ | INDS |
| ☐ | BBS | ☐ | ITS |
| ☐ | CCP | ☐ | MST |
| ☐ | EPSA | ☐ | ORL |
| ☐ | HBS | | |
| ☐ | HUD | INCOMPLETE | ☐ |

Teachers College - Columbia University
EMAIL: ods@tc.columbia.edu
Phone: (212) 678 4050 ▪ Fax: (212) 678 4058

| Office Use ONLY | | | | | |
|---|---|---|---|---|---|
| ExHr | ☐ | T/H | ☐ | DEPT | ☐ |
| DRA | ☐ | CANCEL | ☐ | NO SHOW | ☐ |

Memo required for Non-Stnd T/H or DEPT.

# THE EdD & PhD DOCTORAL CERTIFICATION EXAMINATION APPLICATION

**PLACE A (√) CHECK IN THE APPROPRIATE BOX.**

**Section 1** **Candidate's Name** _____ **TC ID#** _____ **Email** _____
Last Name First Name

**Please check one:** ☐ **ODS Administered** **Date of Exam** ➔ Month FEB Day **19** Year **2027**

☐ **DEPT or Take Home** **Date of Exam** ➔ Term Spring Year **2027**

**Degree** ➔ **EdD** ☐ **EdD CTAS** ☐ **PhD** ☐

**Department:** ➔ _____ **Major Program** ➔ _____
**Spell out Department for Proper Classification** **Spell out for Major Program for Proper Classification**

**1. Is this a Retake Exam?** ➔ **YES** ☐ **NO** ☐

**The Session Is Required Here.** ➔ **AM** ☐ **PM** ☐ **AM & PM** ☐

If this exam a T/H, DRA or DEPT **DO NOT** fill out the Computer or Writing Section.

**(T/H)** Take Home Exam -Pick Up in Program Office ☐

**DEPT** - Makes Arrangements ☐

**(DRA)** Disability Related Accommodations -Contact OASID (x3689) ☐

**Request the COMPUTER** ➔ **YES** ☐ **NO** ☐ **OR** **Request to WRITE** ➔ **YES** ☐ **NO** ☐

**Computer Platform** ➔ **PC** ☐ **MAC** ☐

**Advisor's Signature** ➔ _____ **Student's Signature** ➔ _____

**Print Advisor's Name** ➔ _____ **DATE** _____

**Section 2** **INDS** **Interdisciplinary Studies**

**Indicate the Second Advisor below:**

**2nd Advisor's Signature** ➔ _____

**Print 2nd Advisor's Name** ➔ _____

**Request for Extra Hour**

**I attest that the native language of this student is not English and request that an Extra-Hour be granted for the student to take the Certification Examination.**

**Advisor's Initials:** _____