## Certification Check List

### Teachers College (TC) Requirements:
- Pick-up & complete a “degree application” (Registrar Office Thorndike 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)
- HBSS 4116 (taken in-lieu of Child Abuse/School Violence Workshops)
- Recorded on the NYSED-TEACH System: Child Abuse
- School Violence Prevention
- DASA

### For those in the Literacy Specialist OR Reading Specialist Programs ONLY:
You must provide OTE with a copy of a VALID in OR out of state teaching certificate/credential/license.

**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 satisfactorily 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

**PreK & Elementary Level:**
- Liberal Arts & Science- 30 credits

**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 satisfactorily completing all the above Teachers College and NYSED requirements **AND** having been institutionally recommended, your initial certificate should be issued in approximately 24 – 48 hours. 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

Kindly 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” - Please use BLUE or BLACK ink ONLY (NO PENCIL).

### General Information

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<th>Name: Last</th>
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<td>Other Last Name(s) previously used:</td>
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<td>SS#: <em>(required by NYSED for certification purpose)</em></td>
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| Mailing Address: | City | State | Zip | 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: |

Fill out the section below ONLY if you have been previously certified in New York State and/or in any other state:

| 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)

OR

- ☐ HBSS 4116

OR

Recorded on the NYSED – TEACH System:

- ☐ CA
- ☐ SVP AND ☐ DASA

NOTE: For Candidates completing a program in Literacy Specialist OR Reading Specialist ONLY.
Kindly provide a copy of a VALID state issued teacher certification. An institutional recommendation will not be entered until proof is provided.

NOTE: For Permanent OR Professional candidates ONLY.
Kindly provide a copy of the COMPLETED “Verification of Experience” form (3 years for Professional or 2 years for Permanent) with this form.

Original “Verification of Experience” form MUST be 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

| Institutional Code: 471500 | Program Code: | Major Code |

Processing Stamps

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REG Cleared = Date received from REG =