TEACHERS COLLEGE, Columbia University
OFFICE OF TEACHER EDUCATION
525 West 120th Street, Box 97
New York, NY 10027
Tel#: 212-678-3502 | FAX#: 212-678-3153
EMAIL: ote@tc.edu
ONLINE: www.tc.edu/ote

Institutional Recommendation Data Form (IRDF) for New York State Certification

❖ Complete and return this form to the Office of Teacher Education (OTE) - Zankel Hall 411
❖ **via email attachment or hard copy**

Use **BLUE** or **BLACK** ink **ONLY** (**NO PENCIL**)

General Information:

Name: Last First Middle	TC#:
Other Last Name(s) previously used:	SS#: (required by NYSED for certification purpose)
Permanent Mailing Address:	Date of Birth: / / (MM/DD/YYYY)
Email Address:	Telephone #:

Graduation Status:

☐ Completing **or** completed an Adv. Cert.	☐ Graduated: **Degree conferral date**: / / (MM/DD/YYYY)	☐ Graduating in **February** **Degree conferral date**: / / (MM/DD/YYYY)	☐ Graduating in **May** **Degree conferral date**: / / (MM/DD/YYYY)	☐ Graduating in **September** Taking courses during: ☐ SUMMER A ☐ SUMMER B ☐ NONE **Degree conferral date**: / / (MM/DD/YYYY)

Program Completion Leading To:

☐ Adv. Cert	☐ Master of Arts	☐ Master of Science	☐ Master of Education	☐ Doctor of Education

Certification Information:

Certificate Type	☐	Initial	☐	Professional	☐	Permanent	☐	Trans B (PCF ONLY)	☐ Provisional (School Psychologist ONLY)

List below certificate(s) title(s) & grades level you are applying (based on your Teachers College program completion ONLY):

Certificate Title:	**Certificate Title**:
Certificate Title:	**Certificate Title**:
(For PROFESSIONAL track program completer ONLY): Title/grades of comparable NYS-INITIAL teaching certificate you hold	**Certificate Title**:

Declaration of Understanding:

I declare and affirm that the statements made on this form are true, complete and correct. I understand that any false or misleading information in, or in connection with, my data may be cause for denial or loss of certification and may result in criminal prosecution.

Signature:	**Date:** (MM/DD/YYYY) / /

FOR OFFICE USE ONLY – DO NOT WRITE BELOW

Official Undergraduate Transcript: ❑ Hard Copy TSPT ❑BDM ❑Slate	**Workshops on Transcript:** ❑ CA ❑ SVP ❑ DASA	**Hard Copy Proof:** ❑ CA ❑ SVP ❑ DASA	**TC:** ❑ HBSS 4116 **and** ❑ DASA certificate	**Reflected on NYSED-TEACH:** ❑ CA ❑ SVP ❑ DASA

Institutional Code: 471500	**Program Code:**	**Major Code:**

Certificate Type Recommended			**Recommendation entered Date:**	**Processing Comments**		**Date IRDF received by OTE:**	**First Entry By:**
❑ Init	❑ Prof	❑ Trans-B		**Registrar Clearance Date:**	**BANNER comment entered date:**		
❑ Prov	❑ Perm	❑ Init/Prof					**Final Entry By:**
❑ Intern	❑ Suppl	❑ Prov/Perm		**Received from Registrar Date:**			

THIS PAGE
INTENTIONALLY
LEFT BLANK

KEEP FOR YOUR INFORMATION

Things for you to keep in mind:	
Incomplete Bachelors Transcript	IF the Official Undergraduate & other non-TC transcripts (*including WES translation & evaluation/equivalency for overseas degree/program completed*) submitted at the time of admissions to Teachers College (TC) does **NOT** have proof of your Bachelor's degree being awarded, OTE will require you to submit OFFICIAL transcript(s) showing conferral degree date.
Three (3) standard Required NYSED Workshops:	**You are responsible to always check NYSED website for current workshop updates** • Child Abuse Identification (CA) Workshop-second update • School Violence Prevention (SVP) Workshop • Dignity for All Students Act (DASA) Workshop
ONLY for programs leading to Literacy (All Grades)	Provide proof of completion of an "approved teacher preparation program" and/or a copy of a **VALID** United States teaching certificate. **NOTE:** Institutional recommendation will not be able/authorized to be entered until such proof is verified by OTE.
TC - Degree application:	• Contact the Registrar's Office for deadline & instructions, when you are ready to graduate. **NOTE:** Institutional recommendation and/or NYSED "Approved Program" completion letter requested will not be released until the Registrar's Office has officially cleared/conferred your degree.

NYSED-TEACH requirements & Steps you MUST complete before your NYSED-certificate:

Log on to the NYSED–TEACH System: www.highered.nysed.gov/tcert

- ❑ **Electronically apply/pay ($50 per certificate)**
- ❑ **Enter institutional program code** (Program code list provided here; choose based on program you completed at TC)
- ❑ **Fingerprint Clearance: Must reflect as "received" on your NYSED- TEACH account information**

Pass - NYSED applicable certificate Exams - NOTE: ***You are responsible to always check NYSED website for current exams updates***

- ❑ **EAS-** (Educating All Students)
- ❑ **CST-** (Content Specialty Test) (certificate content area specific-i.e.: Biology, English, Mathematics, Early Childhood, Childhood, etc)
- ❑ **BEA-** (Bilingual Education Assessment) – applicable only to Bilingual Extension candidates
- ❑ **SBL- Part 1 & 2** (School Building Leader Assessment) - **ONLY applicable to *MA/EdM SPA-NYC students***
- ❑ **SDL- Part 1 & 2** (School District Leader Assessment) - **ONLY applicable to *EdD Leadership students completing SDL approved teacher prep program***
- ❑ **EAS** (Educating All Students)

Check for NYSED-Certificate Issuance Status	The NYSED will post the issued certificate(s) information on your NYSED- TEACH "Account Information" ONLY when all of the NYSED requirements have been satisfactorily MET, you have applied/paid for your certificate(s), and an institutional recommendation has been entered. You MUST always check your NYSED-TEACH "Account Information" for updates and certificate(s) issuance status.

Remember to keep a copy of all your documents for your records

KEEP FOR YOUR INFORMATION

Teachers College Program Codes:

Program of Study & Major code	Deg	Ttl Cr/ Cert/Type	Prgm Code	Registered w/ NYS as	Leading to Certificates
Art and Art Ed.(ARTE)-INIT	MA	40cr (Int/Prf)	**27831**	Art and Art Ed.	Visual Arts (All Grades)
Art and Art Ed.(ARTE)-PROF	MA	34cr (Prf)	**29384**	Art and Art Ed.	Visual Arts (All Grades)
Applied Behavior Analysis (ABAS)-INIT	MA	43cr Int/Prf	**29406**	Tchng SWD-Early Child, Childhood-Applied Behavior Analysis	SWD- (Birth-2) Early Childhood (Birth-2) Childhood (Grades 1-6) SWS-(Grades 1-6)
Applied Develop & Learn Psy:Schl Psy (SPSM)	EdM	66cr (Prov)	**30271**	Applied Develop & Learn Psy:Schl Psy	School Psychology (All Grades) Bil/Ext
Applied Dev Lrng Psy: School Psy (SPSD)	EdD	95cr (Prv/Perm)	**05093**	Applied Educational Psy: School Psy	School Psychology (All Grades)
Bilingual/ Bicultural Ed.(BILC)-INIT	MA	33-40cr (Int/Prf)	**27821**	Bilingual/ Bicultural Child. Ed.	**Childhood (Grades 1-6)** **Bilingual Teacher Ext.** Biology (Grades 7-9) Ext. Chemistry (Grades 7-9) Ext. Chinese (Grades 7-9) Ext. Earth Science (Grades 7-9) Ext. English (Grades 7-9) Ext. French (Grades 7-9) Ext. German (Grades 7-9) Ext. Italian (Grades 7-9) Ext. Math (Grades 7-9) Ext. Physics (Grades 7-9) Ext. Russian (Grades 7-9) Ext. Social Studies (Grades 7-9) Ext. Spanish (Grades 7-9) Ext. Generalist 5-9
Bilingual/ Bicultural Ed. (BILG)-INIT	MA	33 Cr(Int/Prf)	**27823**	Bilingual/ Bicultural Ed.	**Generalist 5-9** **Bilingual Teacher Ext.** Biology (Grades 7-9) Ext. Chemistry (Grades 7-9) Ext. Chinese (Grades 7-9) Ext. Earth Science (Grades 7-9) Ext. English (Grades 7-9) Ext. French (Grades 7-9) Ext. German (Grades 7-9) Ext. Italian (Grades 7-9) Ext. Math (Grades 7-9) Ext. Physics (Grades 7-9) Ext. Russian (Grades 7-9) Ext. Social Studies (Grades 7-9) Ext. Spanish (Grades 7-9) Ext.
Bilingual/ Bicultural Childhood Special Ed. (BILS)-DUAL	MA	33 Cr(Int/Prf)	**37969**	Bilingual/ Bicultural Ed.	**Generalist 5-9** **Bilingual Teacher Ext.** Biology (Grades 7-9) Ext. Chemistry (Grades 7-9) Ext. Chinese (Grades 7-9) Ext. Earth Science (Grades 7-9) Ext. English (Grades 7-9) Ext. French (Grades 7-9) Ext. German (Grades 7-9) Ext. Italian (Grades 7-9) Ext. Math (Grades 7-9) Ext. Physics (Grades 7-9) Ext. Russian (Grades 7-9) Ext. Social Studies (Grades 7-9) Ext. Spanish (Grades 7-9) Ext. **Stud W/Disabilities (Grades 1-6)**
Bilingual/ Bicultural Ed. Ext. (BILG)	Adv	15cr (Int/Prf) Ext	**27956**	Bilingual/ Bicultural Ed. Ext.	Bilingual Ext.
Communication Science & Disorders (CSDR)	MS	50-74cr (Int)	**29483**	Speech Language Pathology	Speech & Language Disabilities (All Grades)
Communication Science & Disorders/Bil (CSDB)	MS	50-74cr (Int)	**29484**	Speech Language Pathology	Speech & Language Disabilities (All Grades),
Communication Science & Disorders (CSDR)	MS	32cr (Prf)	**29488**	Speech Language Pathology	Speech & Language Disabilities (All Grades)
Bilingual Extension Institute (CSDB)	Adv	6cr (Int/Prf)	**27258**	Bilingual Extension Institute	Bilingual Teacher Extension
Bilingual Extension Institute (CSDB)	Adv	6cr (Int/Prf)	**32129**	Bilingual Extension Institute (ITI)	Bilingual Teacher Extension
Counseling & Clinical-School Counseling (COUN)	EdM	60cr (Init/Prof)	**41535**	School Counselor	School Counselor (All Grades)-
Counseling & Clinical-School Counseling (COBN)	EdM	60cr (Init/Prof)	**41535**	School Counselor, Bilingual Extension	School Counselor, (All Grades), Bilingual Ext.
Curriculum & Teaching (CUED)	MA	32cr (Prf)	**29477**	Curriculum & Teaching (Elem Ed.)	Childhood (Grades 1-6)
Curriculum & Teaching (CUSD)	MA	32cr (Prf)	**29478**	Curriculum & Teaching (Sec. Ed.)	Biology (Grades 7-12) Chemistry (Grades 7-12) Earth Science (Grades 7-12) English (Grades 7-12) Math (Grades 7-12) Physics (Grades 7-12) Social Studies (Grades 7-12)

KEEP FOR YOUR INFORMATION

Deaf & Hard of Hearing (DHCI)-(DUAL)	EdM	60cr (Int/Prf)	**27826**	Deaf & Hearing Impaired/ Elem. Ed.	Deaf/ Hearing (All Grades) Childhood (Grades 1-6)
Deaf & Hard of Hearing (DHAE)-(DUAL)	EdM	60cr (Int/Prf)	**27827**	Deaf & Hearing Impaired/ Adolescence Ed.	**Deaf/ Hearing (All Grades),** Biology (Grades 7-12), Chemistry (Grades 7-12), Earth Science (Grades 7-12), English (Grades 7-12), Math (Grades 7-12), Physics (Grades 7-12), Social Studies (Grades 7-12)
Deaf & Hard of Hearing (DHEI)	EdM	60cr (Int/Prf)	**27828**	Ed. of the Deaf & Hard of Hearing	Deaf/ Hearing (All Grades) Early Child Birth-2
Deaf & Hard of Hearing (DHEA)	EdM	60cr (Int/Prf)	**29410**	Ed. of the Deaf & Hard of Hearing	Deaf/ Hearing (All Grades)
Early Child. Ed. (ECED)	MA	40cr (Int/Prf)	**29370**	Early Child. Ed.	Early Childhood (Birth-2)
Child/Early Child. Ed. (Dual Cert.) (ECED)	MA	40cr (Int/Prf)	**27833**	Child./ Early Child. Ed.	Childhood (Grades 1-6) Early Childhood (Birth-2)
Early Child. Sp. Ed. (ECSE)	MA	40cr (Int/Prf)	**29371**	Early Child. Sp. Ed.	Sp. Ed. (Birth-2) Bil/Ext
Early Child/Early Child. Sp. Ed. (Dual Cert.) (ECSE)	MA	48cr(Int/Prf)	**28773**	Early Child. Sp. Ed.	Early Childhood (Birth-2) Sp. Ed. (Birth-2) Bil/Ext
Elementary Inclusive Ed. (ELEM)	MA	40cr (Int/Prf)	**27834**	Inclusive Elem. Ed.	**Childhood (Grades 1-6)** Biology (Grades 7-9) Ext. Chemistry 7-9 Ext. Earth Science (Grades 7-9) Ext. Physics (Grades 7-9) Ext Math (Grades 7-9) Ext. Social Studies (Grades 7-9) Ext. English (Grades 7-9) Ext. French (Grades 7-9) Ext. German (Grades 7-9) Ext. Italian (Grades 7-9) Ext. Russian (Grades 7-9) Ext. Spanish (Grades 7-9) Ext. Gifted Ed. Ext.
Elementary & Stud W/Disabilities (Dual) (GFEX)	MA	52cr (Int/Prf)	**29404**	Inclusive Elem. Ed. Dual	Childhood (Grades 1-6) SWD (Grades 1-6) Gifted Ed/Ext
Gifted Ed.(GIFT)	MA	32cr (Int/Prf)	**29401**	MA Ext. Program (In-Service)	Gifted Ed. Ext.
Intellectual Disability/Autism (DUAL) (ITDS)	MA	47cr (Int/Prf)	**29957**	Tch Students W/Dis/Mental Retardation/Autism	SWD (Grades 1-6) Childhood (Grades 1-6)
Intellectual Dis/Autism & Child-Ed (DUAL) (ITDC)	EdM	60cr (Int/Prf)	**29407**	Intel Dis/Autism & Elem/Child Ed	SWD (Grades 1-6) Childhood (Grades 1-6)
Intellectual Dis/Autism & Adolescence (ITDA)	MA	47cr (Int/Prf)	**34506**	Tch Students W/Dis/Autism Adolescence	SWD Generalist (Grades 7-12)
Intellectual Dis/Autism & ECE (DUAL) (ITDE)	EdM	60cr (Int/Prf)	**29405**	Intel Dis/Autism & Early Child	SWD (Birth-2), Early Childhood Ed.(Birth-2)
Literacy Specialist (LITI)	MA	32cr (Int/Prf)	**29479**	Tchng Literacy	Literacy (Birth-6)
Math Ed. (MATH)	MA	36cr (Int/Prf)	**29396**	Mathematics Ed.	Mathematics (Grades 7-12)
Math Ed. MATH)	MA	32cr (Prf)	**29379**	Mathematics Ed.	Mathematics (Grades 7-12)
Math Ed. (MATH)	MS	60cr (Prf)	**29380**	Mathematics Ed.	Mathematics (Grades 7-12)
Math Ed. (MATH)	EdM	60cr (Prf)	**29381**	Mathematics Ed.	Mathematics (Grades 7-12)
Music and Music Ed.(MUSC)	MA	40cr (Int/Prf)	**29375**	Music and Music Ed.	Music (All Grades)
Music and Music Ed.(MUSC)	EdM	60cr (Int/Prf)	**32112**	Music and Music Ed.	Music (All Grades)
Music and Music Ed.(MUSC)	MA	32cr (Prf)	**29376**	Music and Music Ed.	Music (All Grades)
Physical Ed. (PHED)	MA	32cr (Int/Prf)	**28683**	Physical Ed.	Physical Ed. (All Grades)
Physical Ed. (PHED)	MA	32cr (Prf)	**28684**	Physical Ed.	Physical Ed. (All Grades)
Public Schl Build Leader (SPA only) (ELBL)	MA	36 (Int/Prf)	**29181**	Public School Building Leadership	School Building Leadership
Public Schl Build Leader (SPA only) (ELBL)	EdM	60 (Int/Prf)	**29182**	Public School Building Leadership	School Building Leadership
Public School District Leadership (ELDL)	EdD	90 (Prf)	**29184**	Public School District Leadership	School District Leadership
Reading Specialist - Applied Ed-Psy (READ)	MA	34cr (Int/Prf)	**29476**	Reading Specialist	Literacy (Birth-6) Literacy (Grades 5-12)
Secondary Inclusive Elem. Ed. (Dual) (CUSE)	MA	52cr (Int/Prf)	**34500**	Secondary Inclusive Ed 7-12 (TR@TC)	SWD-Gneralist (Grade 7-12)
Severe & Multiple Disabilities (MULT)	MA	32cr (Int/Prf)	**29203**	Tchg the Severe & Multiple Handicapped	Severe/Multiple Disabilities Ann
Tchng Biology (SCIB)	MA	36cr (Int/Prf)	**28676**	Biology 7-12	Biology (Grades 7-12)
Tchng Chemistry (SCIC)	MA	36cr (Int/Prf)	**28675**	Chemistry 7-12	Chemistry (Grades 7-12)

KEEP FOR YOUR INFORMATION

Tchng Earth Science (SCIE)	MA	36 (Int/Prf)	**28673**	Earth Science 7-12	Earth Science (Grades 7-12)
Tchng Physics (SCIP)	MA	36 (Int/Prf)	**28674**	Physics 7-12	Physics (Grades 7-12)
Tchng of English (ENGL)-INIT	MA	38cr (Int/Prf)	**29338**	English Language Arts 7-12	English Language Arts (Grades 7-12)
Tchng of English (ENGL)-PROF	MA	34cr (/Prf)	**29399**	Teaching of English	English Language Arts (Grades 7-12)
Tchg Engl to Speakers of Other Lang (TESL)-INIT	MA	38-41cr (Int/Prf)	**27825**	TESOL	ESOL (All Grades)
TESOL/Teaching of English (TSEN) -DUAL	MA	38-41cr (Int/Prf)	**41193**	TESOL/Teaching of English-DUAL	ESOL (All Grades) English Language Arts (Grades 7-12)
Tchng of Soc. Studies (SSTE)-INIT	MA	38cr (Int/Prf)	**29372**	Teaching of Soc. Studies	Social Studies (Grades 7-12)
Tchng of Soc. Studies (SSTE)-PROF	MA	32cr (Prf)	**29373**	Teaching of Soc. Studies	Social Studies (Grades 7-12)
Technology Specialist (TEST)	MA	36 (Int/Prf)	**28608**	Technology Specialist K-12	Ed. Technology Specialist (All Grades)
Urban Education Leaders Program (UELP)	EdD	90 (Prf)	**29183**	Urban Education Leaders Program	School District Leadership

Peace Corps Fellow Programs Code: **Alternative Teacher Preparation Programs**

Program of Study & Major code	Deg	Ttl Cr/ Cert/Type	Prgm Code	Registered w/ NYS as	Leading to Certificates
Bilingual/ Bicultural Ed. (**PCF**) (BILC)	MA	33 (Int/Prf)	**27822**	**Alt. Cert.** - Bilingual/ Bicultural Child. Ed.	**Childhood (Grades 1-6)** **Bilingual Teacher Ext.** Biology (Grades 7-9) Ext. Chemistry (Grades 7-9) Ext. Chinese (Grades 7-9) Ext. Earth Science (Grades 7-9) Ext. English (Grades 7-9) Ext. French (Grades 7-9) Ext. German (Grades 7-9) Ext. Italian (Grades 7-9) Ext. Math (Grades 7-9) Ext. Physics (Grades 7-9) Ext. Russian (Grades 7-9) Ext. Social Studies (Grades 7-9) Ext. Spanish (Grades 7-9) Ext. Generalist (Grades 5-9)
Early Child. Ed.--Spec Ed (**PCF**) (ECSE)	MA	40 (TrnsB/Int/Prf)	**28774**	**Alt. Cert.** - Early Child./ Sp. Ed. (Trans B)	Early Childhood (Birth-2)
Intellectual Disability/Autism (**PCF**) (ITDC)	MA	36cr (TrnsB/Int/Prf)	**31521**	**Alt. Cert.** Intel Dis/Autism 1-6 (Trans B)	SWD (Grades 1-6) Childhood Ed (Grades 1-6)
Intellectual Disability/Autism (**PCF**) (ITDG)	MA	34 (TrnsB/Int/Prf)	**31522**	**Alt. Cert.** - Intel Dis/Autism Gen 5-9 (Trans B)	SWD (Grades 5-9) Generalist (Grades 5-9)
Math Ed. (**PCF**) MATH)	MA	32 (TrnsB/Int/Prf)	**29498**	**Alt. Cert.** - Mathematics Ed. (Trans B)	Mathematics (Grades 7-12)
Tchng Biology (**PCF**) (SCIB)	MA	34 (TrnsB/Int/Prf)	**29414**	Alt. Cert. - Biology 7-12 (Trans B)	Biology (Grades 7-12) Biology (Grades 5-6) Ext.
Tchng Chemistry (**PCF**) (SCIC)	MA	34 (TrnsB/Int/Prf)	**29413**	**Alt. Cert**. - Chemistry 7-12 (Trans B)	Chemistry (Grades7-12) Chemistry (Grades 5-6) Ext
Tchng Earth Science (**PFC**) (SCIE)	MA	34 (TrnsB/Int/Prf)	**29412**	**Alt. Cert.** - Earth Science 7-12 (Trans B)	Earth Science (Grades 7-12) Earth Science (Grades 5-6) Ext.
Tchng of English (**PCF**) (ENGL)	MA	34 (TrnsB/Int/Prf)	**29527**	**Alt. Cert.** - Adolescence Ed.: English (Trans B)	English (Grades 7-12)
Tchng Physics (**PCF**) SCIP)	MA	34 (TrnsB/Int/Prf)	**29411**	**Alt. Cert.** - Physics 7-12 (Trans B)	Physics (Grades 7-12) Physics (Grades 5-6) Ext.
Tchng of Social Studies (**PCF**) (SSTE)	MA	32 (TrnsB/Int/Prf)	**32093**	**Alt. Cert.** Social Studies 7-12 (Trans B)	Social Studies (Grades 7-12)
TESOL (PCF) (TESL)	MA	39 (TrnsB/Int/Prf)	**29528**	**Alt. Cert.** - ESOL (Trans B)	ESOL (All Grades)

KEEP FOR YOUR INFORMATION