

**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
Other Last Name(s) previously used:		TC#:
Permanent Mailing Address:		SS#: <small>(required by NYSED for certification purpose)</small>
Email Address:	Telephone #:	Date of Birth: / / <small>(MM/DD/YYYY)</small>
		Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female

Graduation Status:				
<input type="checkbox"/> Completed an Adv. Cert. (not leading to a degree)	<input type="checkbox"/> Graduated	<input type="checkbox"/> Graduating in February	<input type="checkbox"/> Graduating in May	<input type="checkbox"/> Graduating in October
Taking courses during: <input type="checkbox"/> SUMMER A <input type="checkbox"/> SUMMER B <input type="checkbox"/> NONE				

Program Completion Leading To:		Conferred Degree Date: / / <small>(MM/DD/YYYY)</small>
<input type="checkbox"/> Adv. Cert	<input type="checkbox"/> Master of Arts <input type="checkbox"/> Master of Science <input type="checkbox"/> Master of Education <input type="checkbox"/> Doctor of Education	

Certification Information:	
Certificate Type: <input type="checkbox"/> Initial <input type="checkbox"/> Professional <input type="checkbox"/> Permanent <input type="checkbox"/> Trans B (PCF ONLY) <input type="checkbox"/> Provisional (School Psychologist/School Counseling ONLY)	
List below certificate(s) title(s) you are applying (based on Teachers College program completion ONLY):	

Certificate Title:	Certificate Title:
Certificate Title:	Certificate Title:
Title/grades of valid NYS-INITIAL teaching certificate you hold (for PROFESSIONAL track program completers ONLY):	

Documents:	
Undergraduate degree proof: 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) will be internally processed. You do not require further action, if undergraduate degree conferral date is posted.	
Incomplete Bachelors Transcript	OTE will require you to submit OFFICIAL transcript showing undergraduate degree conferral date.
Three (3) Required NYSED Workshops:	
<ul style="list-style-type: none"> Child Abuse (CA) Workshop School Violence Prevention (SVP) Workshop Dignity for All Students Act (DASA) Workshop 	
Literacy Specialist & Reading Specialist ONLY	Provide proof of completion of an "approved teacher preparation program" and/or a copy of a VALID United States teaching certificate. Institutional recommendation will not be able/authorized to be entered until such proof is provided to OTE.

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: / / <small>(MM/DD/YYYY)</small>

FOR OFFICE USE ONLY

Official Undergraduate Transcript: <input type="checkbox"/> Hard Copy TSPT <input type="checkbox"/> BDM <input type="checkbox"/> Slate		Workshops on Transcript: <input type="checkbox"/> CA <input type="checkbox"/> SVP <input type="checkbox"/> DASA		Hard Copy Proof: <input type="checkbox"/> CA <input type="checkbox"/> SVP <input type="checkbox"/> DASA		TC: <input type="checkbox"/> HBSS 4116 OR <input type="checkbox"/> CA <input type="checkbox"/> SVP <input type="checkbox"/> DASA		Reflected on NYSED-TEACH: <input type="checkbox"/> CA <input type="checkbox"/> SVP <input type="checkbox"/> DASA			
Institutional Code: 471500			Program Code:			Major Code:					
Recommendation Entered			Processed Date		Processing Comments				Date Received Stamp		First Entry By:
<input type="checkbox"/> Init	<input type="checkbox"/> Prof	<input type="checkbox"/> Trans-B	MTH	SCI	ENG	HIST	FL	REG Clearance Date:		Received from REG Date:	
<input type="checkbox"/> Prov	<input type="checkbox"/> Perm	<input type="checkbox"/> Init/Prof									
<input type="checkbox"/> Intern	<input type="checkbox"/> Suppl	<input type="checkbox"/> Prov/Perm									
											Final Entry By:

TC Degree application:	<ul style="list-style-type: none"> Contact the Registrar's Office for deadline & instructions, when you are ready to graduate. <p>NOTE: Institutional recommendation and/or NYSED "Approved Program" completion letter will not be released until the Registrar's Office has cleared/conferred your degree.</p>
-------------------------------	---

Additional NYSED requirements & steps you MUST complete:

Log on to the NYSED-TEACH System: www.highered.nysed.gov/tcirt

- Electronically apply/pay (\$50 per certificate)**
- Enter institutional program code** (Program code list provided here; choose based on program you completed at TC)

Pass-NYSED applicable certificate Exams:

- edTPA (educative Teacher Performance Assessment)**
- EAS (Educating All Students)**
- CST (Content Specialty Test)**

- BEA (Bilingual Education Assessment) – applicable only to Bilingual Extension candidates**
- SBL Part 1 & 2 (School Building Leader Assessment) - applicable only to MA/EdM Leadership Candidates**
- SDL Part 1 & 2 (School District Leader Assessment) - applicable only to EdD Leadership Candidates**
- EAS (Educating All Students)**

- Fingerprint Clearance: Must reflect as received on your NYSED- TEACH account information**

Check for Certificate Issuance Status	<p>The NYSED will post the issued certificate(s) 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.</p> <p>You MUST always check your NYSED-TEACH "Account Information" for updates and certificate(s) issuance status.</p>
--	---

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

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)	85389	Applied Develop & Learn Psy:Schl Psy	School Psychology (All Grades)
Applied Educational 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

KEEP FOR YOUR INFORMATION

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 Ed. (BILS)-INIT	MA-DUAL	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 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 Psy (COUS)	MA	32cr (Prov)	05109	School Counselor	School Counselor (All Grades)
Counseling & Clinical Psy (COUP)	EdM	60cr (Prov)	05113	School Counselor	School Counselor, (All Grades)
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)
Deaf & Hard of Hearing (DUAL) (DHCI)	EdM	60cr (Int/Prf)	27826	Deaf & Hearing Impaired/ Elem. Ed.	Deaf/ Hearing (All Grades), Childhood (Grades 1-6)
Deaf & Hard of Hearing (DUAL) (DHAE)	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)
Deaf & Hard of Hearing-& Reading Spe- (Dual) (DHRI)	EdM	60cr (Int/Prf)	30294	Deaf & Hard of Hearing & Reading Specialist	Deaf/ Hearing (All Grades) Literacy (Birth-6), Literacy (Grades 5-12)
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)
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

KEEP FOR YOUR INFORMATION

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 Inclusive Ed. (Dual) (ELEM)	MA	52cr (Int/Prf)	29404	Inclusive Elem. Ed. Dual	Childhood (Grades 1-6) Sp. Ed (Grades 1-6)
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-Generalist (Grades 7-12)
Severe & Multiple Disabilities (MULT)	MA	32cr (Int/Prf)	29203	Tchng 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)
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)
Tchng Engl to Speakers of Other Lang (TSL)-INIT	MA	38-41cr (Int/Prf)	27825	TESOL	ESOL (All Grades)
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

KEEP FOR YOUR INFORMATION

Peace Corps Fellow Programs Code: Alternate Certificate 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)
Tchg 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.
Tchg Chemistry (PCF) (SCIC)	MA	34 (TrnsB/Int/Prf)	29413	Alt. Cert. - Chemistry 7-12 (Trans B)	Chemistry (Grades 7-12) Chemistry (Grades 5-6) Ext
Tchg Earth Science (PCF) (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.
Tchg of English (PCF) (ENGL)	MA	34 (TrnsB/Int/Prf)	29527	Alt. Cert. - Adolescence Ed.: English (Trans B)	English (Grades 7-12)
Tchg 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.
Tchg 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