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/certification/student-teaching 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” form to OTE

Obtain Fingerprint Clearance (if not done so already)
___ Choose IdentoGo or NYCDOE for fingerprinting. Please see “Fingerprint Info Sheet” for options.
___ 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, History, and Foreign Language

Complete required- New York State Exams for Initial Certification (Can be taken after graduation)
Registration and preparation guides are available at: www.nystce.nces.com and at www.edtpa.com (for the edTPA)
___ edTPA (Teacher Performance Assessment) (Unless you already hold an initial certificate from New York State)
___ Educating All Students Test (EAS)
___ Revised Content Specialty Test (CST) (Check NYSED website for which test)

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

Submit Institutional Recommendation Data Form (IRDF)
___ Fill out Institutional Recommendation Data Form and submit to Zankel, 411 along with:
___ Submit child abuse and school violence prevention workshop certificates unless the workshops or HBSS 4116 was taken at TC
___ Proof of Dignity Act (DASA) training (unless taken at TC)

Visit www.tc.edu/ote for forms and information
Questions? Contact 212.678.3502 or ote@tc.edu

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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

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 IdentoGo 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/](http://www.highered.nysed.gov/tcert/), 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, please see link for the Language on the Multi Measure Review Process at: [http://www.highered.nysed.gov/tcert/certificate/certexam/edtpammrp.html](http://www.highered.nysed.gov/tcert/certificate/certexam/edtpammrp.html)

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 the Institutional Recommendation Data Form (IRDF). Note: If you took the Child Abuse, School Violence, or 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.

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Questions? Contact 212.678.3502 or [ote@tc.edu](mailto:ote@tc.edu)

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