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TEACH

What is TEACH?

The TEACH system is used to track certification requirements for those seeking or currently holding NYS certification in the areas of teaching, pupil personnel services and administration. NYSED provides a list of TEACH services [on their website](#) .

Do I need a TEACH account? If so, how do I create one?

Anyone wishing to obtain NYS certification in teaching, pupil personnel services (includes school counseling) and administration needs to establish a TEACH account. To self-register for a TEACH account visit the [NYSED's Office of Teaching Initiatives website](#).

I lost my TEACH account log in and/or username. How do I find out what they are?

Visit [Teach Online Services](#) and select "Forgot your Username or Password?"

[TEACH FAQs](#)

Workshops

Do I need to take any of the workshops offered in LeChase Hall?

Students matriculated into a program that leads to NYS certification or licensure will need to take the workshops required for their program. Consult your program of study or talk with your program advisor about the workshops that are needed for your program. Students who hold NYS initial certification may have completed the workshops already.

How do I register for workshops that are required for certification or licensure?

You can find the current offerings for students and alumni of the Warner School on our [web site](#). Workshop dates for the full academic year are scheduled prior to the start of the academic year and communicated to students via email notification.

Can I take a workshop at a time other than the dates scheduled in LeChase Hall?

Yes. NYSED provides a list of providers for each workshop [on their website](#). [Genesee Valley BOCES](#) administers the workshops that take place in LeChase Hall and also offers the workshops at other times. The workshops in LeChase Hall are available only to students and alumni of the Warner School. The registration fee is covered for students matriculated in a program that leads to NYS certification.

I've already taken the workshop(s). Where do I submit evidence of completion?

If your program leads to NYS certification and you do not have initial certification (provisional certification for school counselors) and the workshops are not showing either on your undergraduate transcript or in your TEACH account, you will need to submit evidence of each workshop completion to certification@warner.rochester.edu.

ABA and LMHC students will need to submit a copy of the certificate of completion to certification@warner.rochester.edu.

I already have initial certification and my workshops aren't showing in the TEACH system. Why?

College recommendation for program completion serves as confirmation that required workshops have been completed. In some cases, the institution shows the workshops on the transcript. In other cases, the workshops are recorded individually in the TEACH system. For students obtaining initial or professional certification January 1, 2014 or later, the DASA workshop also would have been included. If your initial certification became effective prior to January 1, 2014, you will need to complete the DASA workshop before you can be recommended for program completion.

When is the best time to take each workshop?

It's best to take each workshop at the first offering that's available to you as a matriculated student. The Child Abuse Prevention workshop is offered one time each fall semester and the School Violence workshop is offered once time each spring semester. The DASA workshop is offered once each semester.

Do I have to complete all of the workshops to be recommended for program completion in TEACH?

Yes. The workshops are part of the NYS registered program and the Certification Officer needs evidence of workshop completion prior to adding the college recommendation in TEACH.

I'm in a program leading to Licensed Mental Health Counseling. Do I need to complete the Child Abuse Prevention workshop before the Certification Officer can verify degree completion?

Yes. The Child Abuse Prevention workshop is part of the NYS registered program.

I'm in a program leading to a license in Applied Behavior Analysis. Do I need to complete the Child Abuse Prevention workshop before the Certification Officer can verify degree completion?

Yes. The Child Abuse Prevention workshop is part of the NYS registered program.

Certification Exams

When should I take the state certification exams?

We strongly recommend that you take the content specialty test (CST) before your first student teaching experience. The edTPA exam needs to be taken at the end of your program because it includes content that's covered throughout the coursework. Talk to your program advisor about specific timing.

Which exams do I need to take?

Consult the [Certification Requirements](#) page of the TEACH system to see which exams are required for the certification that you're seeking. Note that each certificate may require a different set of exams so be sure to search the requirements for all certifications that you're expecting to complete.

How do I register for state certification exams?

Exams are administered by [NYSTCE](http://www.nystce.nesinc.com) . For information on certification exams, including details about how to register for tests, finding test dates and sites, refer to their website: www.nystce.nesinc.com.

When/where are the exams offered?

Exams are administered by [NYSTCE](http://www.nystce.nesinc.com) . For information on certification exams, including details about how to register for tests, finding test dates and sites, refer to their website: www.nystce.nesinc.com.

Do I need to complete the state certification exams to obtain certification?

Yes. All exams required for the certification that you're seeking are required for NYS certification.

Institutional Recommendation for NYS Certification

What does the college recommendation mean?

The Warner School recommendation (what is termed "Institutional Recommendation" or "College Recommendation" on the TEACH site) means that we are certifying to NYS that you have completed all of the requirements for a NYS registered program and it is just one of the requirements for certification.

When will the Warner School recommend me to NYS for certification?

The Warner School submits the college recommendation to your TEACH account after the degree is conferred and all of the requirements for program completion are met .

Students who have completed all program requirements and who need documentation before the degree/certificate becomes official can complete this form to request a confirmation letter: [Degree/Certificate Confirmation Letter Request](#). The Warner School Registrar will send it to the email address provided, unless otherwise indicated.

Are the workshops needed for recommendation?

Yes. We cannot recommend you for program completion until the workshops are complete.

Are the state exams needed for recommendation?

No. The content specialty tests are not included in programs that Warner has registered with the state. These are required for certification but not for program completion, unless specified by the program director.

The exception to this rule is the School District Leader certification-the exams need to be completed before the college recommendation can be added to your TEACH account.

Does the college recommendation mean that my certification is complete?

No. The college recommendation is just one of the requirements for certification. To view a list of certification requirements, consult the [NYS certification requirements](#).

I've had the college recommendation added to my TEACH account. Do I also need to submit a transcript?

NYS may need your transcript to complete the evaluation of your application. To determine whether you need to submit a transcript, consult the [NYSEd site](#). We advise students to submit the transcript so they won't experience a delay in the evaluation process.

SDL certification will always require that a transcript be submitted to NYS.

To order a transcript, go to <https://www.rochester.edu/registrar/transcripts.html>; scroll down to NSC Transcript Ordering Center to view options. For questions regarding degree conferral and transcripts contact our registrar, Crys Cassano, at ccassano@warner.rochester.edu.

Fingerprinting

Who needs to be fingerprinted?

Fingerprinting is a New York State requirement for certification applicants in teaching, counseling, and administration as well as anyone who is intending to work with children, either through their ABA or LMHC licensure

What is the procedure for fingerprinting?

Fingerprinting is done through [IdentoGO](#). Students will need to set up an account before scheduling an appointment. [NYSEd Fingerprinting Process from Start to Finish](#)

When should I get fingerprinted?

Candidates that anticipate seeking NYS certification should complete the fingerprinting process as soon as possible.

I have been fingerprinted before—do I need to do it again?

If you have previously completed the fingerprinting process through the NYS Department of Education, you do not have to be fingerprinted again.

How do I find out if I've had my fingerprinting completed before?

That would depend on where you had fingerprinting completed. If you've had fingerprinting done through Morphotrust, contact them directly at www.IdentoGo.com or 877-472-6915. If you completed the fingerprinting process elsewhere, you will need to contact that agency.

How do the fingerprinting results get to my TEACH account?

MorphoTrust transmits fingerprinting results directly to the TEACH system.

How do I tell if my fingerprinting results have been loaded to my TEACH account?

In the TEACH system, beneath the workshops table, if your fingerprints have been submitted to your TEACH account, you should see this message: “Your DCJS and FBI results have been received.” or “We have received your fingerprint information from NYC.” will appear if you had your fingerprinting completed by NYCDOE.

Who do I contact if I have questions about my fingerprinting?

Contact NYSED Fingerprint Helpdesk; ospra@nysed.gov or call (518) 473-2998.

[NYSED Fingerprint FAQ's](#)

Applying for Certification

How do I apply for certification?

Apply for NYS certification through the [TEACH](#) system.

For help on how to apply, consult the [Instructions for Application](#).

I applied using the wrong pathway, how do I get that fixed?

Email the NY State Education Department at tcert@mail.nysed.gov to request a pathway change. You can also consult the [Office of Teaching Initiatives website](#).

Can I apply for certification before my degree is conferred?

College recommendation of program completion is just one of the requirements for certification. You can begin the application process at any time, but you may want to wait to pay for the application until all of the requirements are met. To view a list of certification requirements, consult the [NYS certification requirements](#).

Can I apply for certification before passing the exams?

Yes. The content specialty tests and edTPA exams are just one of the requirements for certification. You can begin the application process at any time, but you may want to wait to pay for the application until all of the requirements are met. To view a list of certification requirements, consult the [NYS certification requirements](#).

When applying for my certificate it asks for a program code. Where do I find that?

Information about certification and licensure, including NYS program codes for the TEACH application process can be found on our website [here](#).

I want to wait before applying for my certificate(s). Does that make a difference?

It's advisable to apply for certification upon program completion, but that's up to each graduating student to decide. Changes to NYS certification requirements could have an impact on eligibility and it's the candidate's responsibility to determine what works best for them.

How long does it take for my application to be evaluated and certification issued?

The university does not evaluate applications for certification. To find out about questions such as timing, go to the [Office of Teaching Initiatives website](#) and select "Certification".

Certificate Issuance

I am thinking about adding an additional certificate. How do I do that?

To add an additional certificate to your program, contact Warner admissions at admissions@warner.rochester.edu

Do I need an internship certificate?

As a general rule, Warner students do not need to apply for certificate of internship, with the exception of students in the leadership programs. In some cases, the school district where administrative interns are placed will require the internship certificate. Administrative interns can check with their district office about whether it's a requirement of the internship placement.

I am applying for a job and the application asks for a copy of my certificate. How do I get a copy of my certificate?

NYS does not issue printed copies of time-limited certificates, such as for initial or provisional certification. If you wish to have a copy of a time-limited certificate, log into your TEACH account and select "I would like a printed certificate". There will be a fee associated with this request.

Alternately, you can log into your TEACH account and select "Account Information" and make a printed copy of this page.

How do I know if my certificates have been issued?

Log in to your TEACH Account. Click "TEACH Online Services" and select "Account Information". Click on "Certificates" and click GO. The information displayed includes all of your certificate applications and all issued certificates. NYSED offers further information about [Checking the Status of Your Application](#).

Will I receive a copy of my issued certificates?

NYS does not issue printed copies of time-limited certificates, such as for initial or provisional certification. If you wish to have a copy of a time-limited certificate, log into your TEACH account and select "I would like a printed certificate". There will be a fee associated with this request.

NYS automatically mails printed copies of professional and permanent certificates and mails them to the address listed in the TEACH account. Therefore, should your mailing address change, it's important to update it in your TEACH account.

Miscellaneous

I'm completing the mental health counseling program. Where do I find information about NYS licensure?

The NYSED Office of the Professions provided information about NYS licensure for mental health practitioners here: <http://www.op.nysed.gov/prof/mhp/>.

Students completing programs in mental health counseling are eligible to receive a limited permit to practice under supervision at a clinical site acceptable to the NYS Office of Professions. As part of the application for limited permit, you will need to submit [Form 2](#) to the Certification Officer, who will finish the form and submit the documentation to NYS. Form 2 can be submitted to certification@warner.rochester.edu, or you can drop it off to Pam Kaptein, in LeChase 222.

Where do I submit transcripts that are evidence for satisfying pre-requisites?

Transcripts that are needed as evidence for satisfying program pre-requisites can be submitted to studentservices@warner.rochester.edu.

How do I request a transcript from the U of R?

To order a transcript, go to <https://www.rochester.edu/registrar/transcripts.html>; scroll down to NSC Transcript Ordering Center to view options. For questions regarding degree conferral and transcripts contact our registrar, Crys Cassano, at ccassano@warner.rochester.edu.

I'm really close to completing my program and want to apply for jobs but need confirmation from the university regarding program completion. Can I do that?

Students having completed all program requirements who need documentation before the degree/certificate becomes official can complete this form to request a confirmation letter: [Degree/Certificate Confirmation Letter Request](#). The Warner School Registrar will send it to the email address provided, unless otherwise indicated.

I'm planning to move outside NYS after graduation. Where do I get information on becoming certified in another state?

Check with the education department of the state where you intend to work. Send any documentation that needs to be completed by the university to certification@warner.rochester.edu.