



Next Steps to Certification For Program Completers School Counseling

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WARNER
SCHOOL OF EDUCATION
UNIVERSITY of ROCHESTER

Steps to certification

1. Check requirements for certification
2. Complete application through TEACH
3. Submit the [Form for Requesting Warner School Recommendation in TEACH](#)
4. Program completion
5. Submit transcript to NYSED
6. Certification awarded by NYSED



1. Check requirements for certification

Requirements for certification:

<http://eservices.nysed.gov/teach/certhelp/CertRequirementHelp.do>

- Do **not** need to complete program before submitting application
 - Can complete application at any time
 - Time-limited certificates issued by system
 - Initial, provisional and internship
 - relatively quick issuance after all requirements are met
- **Do** need to complete program for certification to be awarded
- Contact information:
<https://www.warner.rochester.edu/files/certification/CurrentWorkshopScheduleAndContactSheet.pdf>
 - Program completion
 - Institutional recommendation
 - Fingerprinting



What's Included in Program Completion?

- Grades for all course work
- Completion, including grade awarded, of capstone project (portfolio or thesis), as applicable to program
- Workshops
 - NYS-approved workshop providers:
 - CAP: <http://www.op.nysed.gov/training/caproviders.htm>
 - SAVE: <http://www.p12.nysed.gov/sss/ssae/schoolsafety/save/svipproviders.html>
 - DASA: <http://www.highered.nysed.gov/tcert/certificate/dasa-applicant.html>
 - GV BOCES <https://www.gvboces.org>
- Conferral by the Board of Trustees (this happens on the official graduation date and applies to both CAS and MS programs)



Institutional Recommendation

- Confirms completion of program requirements
- Does not mean that certification is awarded
- Does not eliminate need to submit transcript.
- NYSED instructions about how to submit transcript [here](#).
 - Recommended timing: request transcript after conferral date
- Transcript request from U of R:
<https://www.rochester.edu/registrar/requests/transcripts.html>
 - Ask registrar to add your DOB and last four of SS# **before** requesting



Fingerprinting

- Identogo: www.identogo.com .
- NYSED Fingerprint Helpdesk; ospra@nysed.gov or call (518) 473-2998.



A screenshot of the Identogo website interface. On the left, there is a vertical navigation menu with the following items: Education, Work Experience, Certificates, Correspondence, Contact History, Fingerprinting (highlighted with a grey bar), Test Scores, Workshops, and Superintendent Statements. To the right of the menu is a blue 'Submit' button.

Fingerprinting not complete

Fingerprinting

Teach does not have your fingerprint information. If you have been fingerprinted by NYCDOE, contact NYCDOE HR Connect for more information at 1-718-935-4000. For all others, please contact MorphoTrust/IDEMIA at: <http://www.identogo.com> or by phone at 1-877-472-6915.

Fingerprinting complete

Fingerprinting

Your DCJS and FBI results have been received.



2. Complete application through TEACH

Applying for certification:

- Apply through TEACH
 - Provisional and permanent certification
 - Initial and professional certification (new programs)
 - Separate application for each certificate (provisional and permanent, initial and professional)
- [How to apply](#)
- Completion of NYS Registered Program-need [program code](#)
- Valid for three years or two evaluations, whichever comes first
- NYS does not issue printed copies of time-limited (provisional/initial) certificates
 - [Duplicate/Printed Certificates](#)
 - Print screen of TEACH account to show evidence of time-limited certificate



Information for TEACH Application School Counseling Programs

University of Rochester, Warner School Program Plan of Study

**M.S. in Counseling & Human Dev
(w/ spec. in School Counseling)[CS1]**

Type of Certificate *(as of 08/21/2013)*

Leading to the following NYS Certification:

- School Counseling (provisional MS 10647)

See <https://www.warner.rochester.edu/certification> for important certification information.

NYS Code: **10647** HEGIS#: **0826.01** Dept: **CHD** Cap. Code: **C/En** Specialty: **CS** Program: **CS1**

Program	Credits	(Y/N)	Status	Advisor	Expected or Actual		
					Start Term	Intern. Start	Grad. Date
CS1-MS-School Counseling	48						

Annotations:
 - NYS Program Code: 10647
 - Subject Area: School Counseling
 - Type of Certificate: CS1
 - Number of credits (includes transfer credits): 48

NOTE: some school counseling programs are for 60 CR. In those cases, education would be reported as 48 for a master's degree and 12 for CAS



Timing of Application

- Can complete application for certification at any time
 - Do not need to wait for institutional recommendation
 - Valid for three years or two evaluations, whichever comes first
- Can apply for jobs
 - School districts can access TEACH account
 - Print screen of TEACH account
- Recommended timing
 - Timing is specific to each individual
 - As requirements are met, will get checked off in TEACH
 - Some will be marked as met automatically
 - Some need manual evaluation from NYSED
 - Permanent/Professional certificates
 - Time-limited certificates are automated by the system



3. Submit the Form for Requesting Recommendation in TEACH

- Why do I have to submit this form?
 - Every candidate does not intend on working in NYS public schools
 - Authorizes access to TEACH account
 - By hitting the submit button below, I hereby authorize the Certification Officer access to my social security number for the purpose of confirming my identification and acknowledging program completion to the NYS Office of Teaching Initiatives of the New York State Education Dept. (NYSED) via the TEACH system.
- Submit the [Form for Requesting Warner School Recommendation in TEACH](#)



4. Program completion

Program Completion Deadlines

- **Not** a submission deadline for capstone or other coursework (get that information from your academic advisor)
- **Is** deadline for advisor notification (to Student Services) of completion
- Approximate deadlines for each grad cycle
 - MS degrees
 - CAS award

Graduation Cycle	Deadline for advisor to confirm completion
August	Last Friday of July
October	Tuesday after Labor Day
December	Third Friday in November
March	First Friday in February
May	Second Friday of April



5. Submit transcript to NYSED

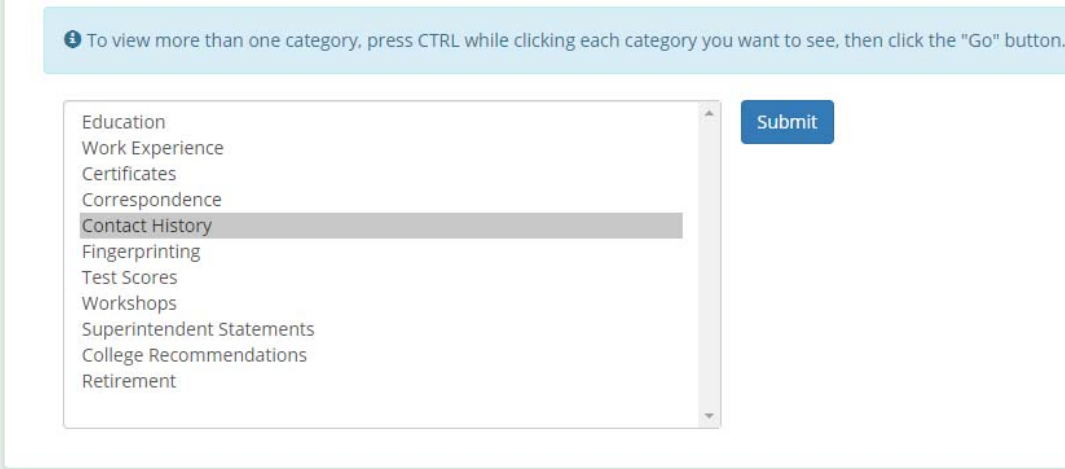
- Institutional recommendation does not eliminate need to submit transcript.
 1. Request that last four digits of SS# and date of birth added to transcript: registrar@warner.rochester.edu
 2. Request transcript
 - University registrar's transcript instructions [here](#).
 - \$3.50 for electronic delivery
 - Electronically to transcriptsoti@nysed.gov
 - questions about transcripts to tcert@nysed.gov
 - \$17.50 for FedEx
 - Recommend request transcript after conferral (will indicate program completion)
 - NYSED instructions about how to submit transcript [here](#).



6. Certification awarded by NYSED

Check application status:

<http://www.highered.nysed.gov/tcert/certificate/checkstatus2.html>



Contact History

Other FAQ's:

<https://www.warner.rochester.edu/students/matriculated/certification>



Application Status

Select information you want to view

To view more than one category, press CTRL while clicking each category you want to see, th

- Education
- Work Experience
- Certificates
- Fingerprinting
- Test Scores
- Workshops
- Superintendent Statements
- College Recommendations
- Retirement

[Submit](#)

“View Evaluation History” will show status of the requirements for that specific application.

Application goes into queue when application fee paid

Credential	Cert Path	Application Type	Status	Application Date	Evaluation History	Discipline Hold?	Application Paid?
School Counselor, Provisional Certificate	Pathway: Approved Teacher Preparation Program 05/01/2014	Certificate	Review Complete - Pending Information		View Evaluation History	N	Y



Application Status

Example of application for provisional certification

Certificate Information

Certificate Administration and Pupil Personnel Services Provisional
 Certificate School Counselor
 Status Review Complete - Pending Information
 Effective Date Expiration Date

● Pathway: Approved Teacher Preparation Program 05/01/2014

Requirement	Current Status	Evaluated By	Entered Status/Credit Deficiency	Exemption Status	Comment
Completion of a NYS Registered Program - School Counselor	Verified Met	OT		<input type="checkbox"/>	
Institutional Recommendation - School Counselor	Verified Met	OT		<input type="checkbox"/>	
Workshop - Dignity For All Students Act	Verified Met	OT		<input type="checkbox"/>	
Fingerprint Clearance	Unmet			<input type="checkbox"/>	



Questions?

tcert@nysed.gov

certification@warner.Rochester.edu

[Book a virtual meeting with me](#)

585-276-5405



Be kind to your
future self!

