CERTIFICATION MEMO

For Warner School Students Applying for Teacher, School Counselor, or School Administrator Certification in New York State 2017-2018

• Attached is the Memorandum on Certification. It outlines procedures necessary for the University of Rochester to recommend you for certification to the State of New York on the TEACH online system in the following fields: teaching, school counseling, and school administration. It is extremely important that you consult the index printed on page 2 of this memo for certification topics and their relevant page numbers.

• YOU must initiate the Warner School’s recommendation to New York State’s TEACH online system for your certification. The document that contains all details and instructions for the TEACH online application for certification is entitled Instructions for University of Rochester TEACH Online Application and Recommendation of NYS Certification for Teachers, School Counselors, and Administrators. This document is available on the Warner website as part of Certification Information.

• You must create a TEACH account as soon as possible. Please use the following website: http://www.highered.nysed.gov/tcert/teach/

• The website below will bring you to Search Certification Requirements, an online search feature that allows you to identify the specific requirements you must complete for any certification. However, please understand that initial teacher certification students must follow the testing requirements on pages 4 and 6 of this memo, and initial SBL students must adhere to testing requirements and deadlines on page 9. http://eservices.nysed.gov/teach/certhelp/CertRequirementHelp.do

• Please contact Pamela Kaptein at pkaptein@warner.rochester.edu or at 585.276.5405 if you have questions about anything contained in this memorandum.
MEMORANDUM ON CERTIFICATION

To: Students in Programs Leading to Certification in New York State
From: Pamela Kaptein, Certification Officer
Date: Aug 2017

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   b. Professional Certification (page 5)
   c. Initial Certification in a new subject area (pages 5-6)

2. Requirements for School Counseling Certification
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3. Requirements for Administrative Certification and Testing Requirements
   a. School Building Leadership (pages 8-9)
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   (for teachers only)
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1. REQUIREMENTS FOR TEACHING CERTIFICATION

a. Requirements for “new” teachers seeking their first INITIAL certification

The following are required for the University of Rochester to recommend you for INITIAL certification to the New York State Department of Education:

♦ Completion of requirements for an appropriate graduate degree from the University of Rochester. Recommendation for certification by the U of R can be made prior to degree conferral, but the instructional document described in the second paragraph on page 1 of this memo must be followed.

♦ Completion of at least 30 credit hours in the subject area of certification.

♦ Completion of one college-level course in a foreign language or otherwise demonstrated proficiency in a language other than English. Completion of one college-level course in American Sign Language is also acceptable. (See page 15 of this memo.)

(If you have not completed the foreign language requirement before matriculating into a Warner School degree program, you may take a college-level foreign language course at the University of Rochester [or at any other institution] while completing program requirements or after completing program requirements. If you take this course at an institution other than the University of Rochester, an official transcript of the coursework must be submitted to me, along with other required materials, at the conclusion of your degree and/or certification program when you apply for certification.)

♦ Completion of a workshop on recognizing the signs of child abuse and the prevention of child abuse. The Warner School offers this workshop once every Fall semester. In the Fall 2017 semester, it is offered on Friday, October 20, from 3:45pm to 6:30pm, in Lechase Hall 215 (Genrich-Rusling Room). Registration information will be e-mailed to students in mid-September.
♦ Completion of a workshop on school violence prevention and intervention, i.e., the SAVE workshop. **The Warner School offers this workshop once every Spring semester. The Spring 2018 workshop is scheduled for March 16, 2018 from 3:45 to 6:30 p.m.** Registration information will be e-mailed to students in February. See page 14 of this memo for details.

♦ Dignity for All Students Act (DASA) training in Harassment, Cyberbullying, Bullying, and Discrimination Prevention and Intervention. DASA training is composed of 6 clock hours—the first 3 hours completed online, and the final 3 hours completed in a group session. Warner offers DASA training once each semester.

In Fall 2017, the group session is offered on Friday, October 27, from 4:45pm – 8:30pm, in LeChase Hall 215. Registration info will be sent to all students in September.

The Spring 2018 group session is scheduled for Friday, March 23, 2018 from 4:45 pm – 8:30 pm. Registration info will be sent to all students in February.

♦ Fulfillment of the requirement of a fingerprint-supported background check—**to be completed and submitted directly to New York State at the beginning of your program.** (See pages 15-17 of this memo.) If you have already completed a fingerprint-supported background check, you do not need to complete a second one.

♦ **NYSTCE testing requirements** will depend on the subject area(s) of certification.

<table>
<thead>
<tr>
<th>Initial Certification</th>
<th>1. edTPA (Required in the primary subject area only, if you are completing certification in more than one subject area.)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2. Educating All Students Test (EAS)</td>
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<td></td>
<td>3. Content Specialty Test (CST) in each subject area for which you will receive certification</td>
</tr>
</tbody>
</table>

For detailed information: [www.nystce.nesinc.com](http://www.nystce.nesinc.com)

**Please note:** After receiving INITIAL certification, students have five years to apply for PROFESSIONAL certification. Graduates who are unable to complete three years of full-time teaching during the five-year period must apply to the New York State Education Dept. for an extension.
b. Requirements for teachers seeking PROFESSIONAL certification

The following are required for the University of Rochester to recommend you for PROFESSIONAL teaching certification to the New York State Department of Education:

♦ Proof of lawful permanent resident status if not a U.S. citizen. (See page 17 of this memo.)

♦ Conferral of an appropriate graduate degree from the University of Rochester.

♦ INITIAL teaching certification.

♦ Dignity for All Students Act (DASA) training in Harassment, Bullying, Cyberbullying, and Discrimination Prevention and Intervention. See page 14 of this memo for details.

♦ Three years of regular, paid, full-time teaching experience, of which the first must be mentored.

♦ New Requirement: Completion of “Verification of Paid Experience” form. This form is at http://www.highered.nysed.gov/tcert/certificate/form.html. This form must be submitted by your employer(s) on your behalf either by mail or by email to otiexpverif@nysed.gov.

c. Requirements for teachers seeking INITIAL certification in a NEW subject area

The following are required for the University of Rochester to recommend you to the New York State Department of Education for INITIAL certification in a NEW subject area:

♦ Conferral of an appropriate graduate degree.

♦ Completion of a Warner School certification program.

♦ Completion of at least 30 credit hours in the subject area of certification.

♦ Dignity for All Students Act (DASA) training in Harassment, Bullying, Cyberbullying, and Discrimination Prevention and Intervention. See page 14 of this memo for details.
♦ Fulfillment of the requirement of a fingerprint-supported background check (if not already completed) — to be completed and submitted directly to New York State at the beginning of your program if your background check is not already on file with the state. (See pages 15-17 of this memo.)

♦ NYSTCE testing requirements will depend on the subject area(s) of certification.

| Initial Certification in a new or second subject area | Content Specialty Test (CST) in each subject area for which you will receive certification |

For detailed information: [www.nystce.nesinc.com](http://www.nystce.nesinc.com)

**Please note:** After receiving INITIAL certification, students have five years to apply for PROFESSIONAL certification. Graduates who are unable to complete three years of full-time teaching during the five-year period must apply to the New York State Education Dept. for an extension.

2. **REQUIREMENTS FOR CERTIFICATION IN SCHOOL COUNSELING**

a. **Requirements for Provisional Certification in School Counseling**

The following are required for the University of Rochester to recommend you for PROVISIONAL certification in School Counseling to the New York State Department of Education:

♦ Conferral of the degree Master of Science in School Counseling from the University of Rochester.

♦ Completion of a workshop on recognizing the signs of child abuse and preventing child abuse. The Warner School offers this workshop once every Fall semester. In the Fall 2017 semester, it is offered on Friday, October 20, from 3:45pm to 6:30pm, in LeChase Hall 215 (Genrich-Rusling Room). Registration information will be e-mailed to students in mid-September.
♦ Completion of a workshop on school violence prevention and intervention, i.e., the SAVE workshop. The Warner School offers this workshop once every Spring semester. The Spring 2018 workshop will be scheduled ASAP and the date and time will then be added to Certification Information on the Warner website. Registration information will be e-mailed to students in late January. See page 14 of this memo for details.

♦ Dignity for All Students Act (DASA) training in Harassment, Bullying, Cyberbullying, and Discrimination Prevention and Intervention. DASA training is composed of 6 clock hours—the first 3 hours completed online, and the final 3 hours completed in a group session. Warner offers DASA training once each semester.

In Fall 2017, the group session is offered on Friday, October 27, from 4:45pm – 8:30pm, in LeChase Hall 215. Registration info will be sent to all students in September.

The Spring 2018 group session will be scheduled ASAP and the date and time will then be added to Certification Information on the Warner website. Registration info will be sent to all students in February.

♦ Fulfillment of the requirement of a fingerprint-supported background check (if not already completed)—to be completed and submitted directly to New York State at the beginning of your program. (See pages 15-17 of this memo.) If you have already undergone a fingerprint-supported background check, you do not need to undergo a second one.

Please note: After receiving provisional certification, students have five years to apply for PERMANENT certification. Two years of full-time school counseling experience are required for PERMANENT certification. Graduates who are unable to meet this requirement must apply to the New York State Dept. of Education for an extension.

b. Requirements for Permanent Certification in School Counseling

The following are required for the University of Rochester to recommend you for PERMANENT certification in School Counseling to the New York State Department of Education:

♦ Proof of lawful permanent resident status if not a U.S. citizen. (See page 17 of this memo.)
Previous recommendation by the University of Rochester for Provisional Certification in School Counseling (i.e., conferral of the degree Master of Science in School Counseling).

Dignity for All Students Act (DASA) training in Harassment, Bullying, Cyberbullying, and Discrimination Prevention and Intervention. See page 13 of this memo for details.

Completion of two years of regular, paid, full-time counseling in a school setting.

New Requirement: Completion of “Verification of Paid Experience” form. This form is at http://www.highered.nysed.gov/tcert/certificate/form.html. This form must be submitted by your employer(s) on your behalf either by mail or by email to otiexpverif@nysed.gov.

Completion of all additional counseling coursework if required. Sixty (60) graduate credit hours (beyond the bachelor’s degree) are required for permanent certification in counseling.

Please note: After receiving provisional certification, students have five years to apply for PERMANENT certification. Two years of full-time school counseling experience are required for PERMANENT certification. Those who are unable to meet this requirement must apply to the New York State Education Department for an extension.

3. REQUIREMENTS FOR ADMINISTRATIVE CERTIFICATION AND TESTING REQUIREMENTS

a. Requirements for School Building Leader (SBL) Certification: Initial and Professional

The following are required for the University of Rochester to recommend you to the New York State Department of Education for INITIAL SBL certification:

Conferral of a degree or program in Administration from the University of Rochester that includes SBL certification.
 Completion of a master’s degree.

 Completion of 60 graduate credit hours beyond the bachelor’s degree.

 Dignity for All Students Act (DASA) training in Harassment, Bullying, Cyberbullying, and Discrimination Prevention and Intervention. See page 14 of this memo for details.

 NYSTCE testing requirements will depend on certification type and date of application. For detailed information:

 www.nystce.nesinc.com

<table>
<thead>
<tr>
<th>Candidates applying for certification on or after May 1, 2014 OR candidates who applied for certification on or before April 30, 2014 but did not meet all the requirements for an initial certificate on or before April 30, 2014</th>
<th>1. Revised (Sept. 2013) School Building Leader Assessment (SBL)—Parts 1 &amp; 2 and 2. Educating All Students Test (EAS)</th>
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 Approved Experience: Please go to http://eservices.nysed.gov/teach/cherthelp/CertRequirementHelp.do for required experience for both Initial and Professional—using the Approved Teacher Preparation Program Pathway.

 New Requirement: Completion of “Verification of Paid Experience” form. This form is at http://www.highered.nysed.gov/tcert/certificate/form.html. This form must be submitted by your employer(s) on your behalf either by mail or by email to otiexpverif@nysed.gov.

b. Requirements for School District Leader (SDL) Certification: Professional

 The following are required for the University of Rochester to recommend you for PROFESSIONAL SDL certification to the New York State Department of Education:

 Conferral of a degree or program in Administration from the University of Rochester that includes SDL certification.

 Completion of a master’s degree.
Proof of 60 hours of graduate coursework, i.e., 60 hrs after the bachelor’s degree has been completed. Official graduate transcripts from every college/institution attended must be mailed, in one large envelope, to the following address: NYS Education Dept., Office of Teaching Initiatives, 89 Washington Avenue, Albany, NY 12234.

Photocopies of transcripts will not be accepted. Your birthdate and last 4 digits of your SS# must be on your U of R transcript.

New Requirement: Completion of “Verification of Paid Experience” form. This form is at http://www.highered.nysed.gov/tcert/certificate/form.html. This form must be submitted by your employer(s) on your behalf either by mail or by email to otiexpverif@nysed.gov.

Dignity for All Students Act (DASA) training in Harassment, Bullying, Cyberbullying, and Discrimination Prevention and Intervention. See page 14 for details.

Approved Experience: Please go to http://eservices.nysed.gov/teach/certhelp/CertRequirementHelp.do for required experience for both Initial and Professional—using the Approved Teacher Preparation Program Pathway.

Completion of the NYSTCE School District Leadership Examinations—Parts 1 and 2. NYSTCE testing requirements will depend on certification type and date of application. For detailed information: www.nystce.nesinc.com

Completion of the Educating All Students (EAS) Exam, which is a New York State Teacher Certification Exam.

c. Requirements for SBL or SDL Certificate of Internship

Completion of at least 50% of required coursework, with grades awarded.

Completion of DASA training (see page 14 of this memo for details.)

Recommendation from Warner Certification Officer.
4. **Confirmation Letters**

If, during the interim period between the completion of certification and/or degree requirements and the conferral of a degree, you need proof that you have completed certification and/or degree requirements, a "confirmation letter" can be provided.

You must request confirmation letters in writing or by e-mail, and the following items must be included in your request. If you request additional letters or revised letters, these additional requests must also be made in writing or by e-mail.

- [ ] your full name and your student ID number
- [ ] home address (including zip code) and phone number (with area code)
- [ ] your degree (e.g., M.S. or M.A.T.) and degree program
- [ ] your certification area(s) (e.g., Biology, Math, etc.) and grade levels
- [ ] both the area of certification and grade levels included in your additional certification(s) (if you have completed an additional certification)
- [ ] exactly what you wish to be confirmed (e.g., completion of degree requirements or completion of certification requirements), along with a date for completion of requirements
- [ ] your e-mail address

Please forward your requests for confirmation letters to Warner Registrar Crys Cassano at ccassano@warner.rochester.edu.
5. **New York State Teacher Certification Examinations (NYSTCE) (for teaching certification only)**

   **a. Testing Requirements**

   NYSTCE testing requirements will depend on the subject area(s) of certification.

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   For detailed information: [www.nystce.nesinc.com](http://www.nystce.nesinc.com)

   **b. Required Examinations**

   The website below will bring you to Search Certification Requirements, an online search feature that allows you to identify the specific requirements you must take for any certification. However, please understand that initial teacher certification students must follow the testing requirements above (see letter a).


   **c. Registration Bulletins**

   Registration Bulletins for the 2017-2018 New York State Teacher Certification Examinations will be available online at [www.nystce.nesinc.com](http://www.nystce.nesinc.com). The online Registration Bulletin gives you step-by-step instructions for test registration, and contains detailed information on every facet of the examinations. You will find test dates, test sites, test fees, test preparation materials, and services that enable you to register and obtain your unofficial test results online.
If you have consulted the Registration Bulletin on the website and have further questions regarding the exams, please contact National Evaluation Systems at 413.256.2882 from 8am to 8pm eastern time, Monday through Friday, or 9am to 5 pm eastern time, excluding holidays.

d. Reporting of Test Scores

The official score report that you receive is for your information and for your personal records only. **It is not necessary to submit your scores (or a copy of your scores) to the Warner School.** Your test scores will be reported directly to the New York State Education Department and will be added to your TEACH certification application file automatically, based on your social security number. **Please keep the official score report in your permanent records. You will need a copy of your scores for inclusion in your portfolio that you must submit at the conclusion of your degree program.**

6. **WORKSHOP ON RECOGNIZING SIGNS OF CHILD ABUSE**

If possible, you should complete this workshop at the Warner School during your first fall semester of study.

All students applying for certification in the State of New York must complete a two-to-three-hour workshop dealing with recognizing the signs of child abuse and preventing child abuse. **The workshop is offered by the Warner School once every Fall semester. In the Fall 2017 semester, the workshop is offered on Friday, October 20, from 3:45pm to 6:30pm, in LeChase Hall 215 (Genrich-Rusling Room).** The workshop is free of charge for all Warner students, although registration through the Warner School is required. Registration information will be e-mailed to students in mid-September.

If you will be recommended for certification by the University of Rochester, you must submit proof of completion of the workshop (along with other required certification forms and materials) at the conclusion of your degree and/or certification program when you apply for certification, **not at the conclusion of the workshop.**
7. WORKSHOP ON SCHOOL VIOLENCE PREVENTION & INTERVENTION (SAVE)

If possible, you should complete this workshop at the Warner School during your first spring semester of study.

All students applying for certification in the State of New York must complete a two-to-three-hour workshop on school violence prevention and intervention. **The workshop is offered by the Warner School once every Spring Semester. It is free of charge for all Warner students, although registration through the Warner School is required. The Spring 2018 workshop is scheduled for March 16, 2018 from 3:45 to 6:30 p.m. Registration info will be sent to all students in February.**

If you will be recommended for certification by the University of Rochester, you must submit proof of completion of the workshop (along with other required certification forms and materials) at the conclusion of your degree and/or certification program when you apply for certification, **not at the conclusion of the workshop.**

8. DASA TRAINING

The Dignity for All Students Act (DASA) training in Harassment, Bullying, Cyberbullying, and Discrimination Prevention and Intervention is required for all students applying for NYS certification. The training is comprised of six clock hours— the first 3 hours completed online, and the final 3 hours completed in a group session. Warner offers DASA training once each semester.

In Fall 2017, the group session is offered on Friday, October 27, from 4:45pm – 8:30pm, in LeChase Hall 215. Registration info will be sent to all students in September.

The Spring 2018 group session is scheduled for Friday, March 23, 2018 from 4:45 pm – 8:30 pm. Registration info will be sent to all students in February.
9. **FOREIGN LANGUAGE REQUIREMENT**

If you will be recommended for teacher certification by the University of Rochester, you must have completed one college-level course in a foreign language, or the equivalent—with a grade of B or above. Completion of a college-level course in American Sign Language is also acceptable—with a grade of B or above.

If you have not completed the foreign language requirement before matriculating into a Warner School degree program, you may take a college-level foreign language course at the University of Rochester [or at any other institution] while completing program requirements or after completing program requirements. If you take this course at an institution other than the University of Rochester, an official transcript of the coursework must be submitted to me, along with other required materials at the conclusion of your degree and/or certification program.

10. **FINGERPRINT-SUPPORTED BACKGROUND CHECK**

New York State requires a fingerprint-supported background check for certification applicants in teaching, counseling, and administration. The State Department of Education encourages all students to be fingerprinted early in their programs (i.e., in the first semester if possible) in order to expedite the clearance process. If you have already completed the fingerprinting process, you do not need to repeat it. If you are not certain that your fingerprints are on file with New York State, please contact OSPRA at 518.473.2998 (Monday-Friday, 9am-4pm) or at ospra@mail.nysed.gov.

The New York State Education Department (NYSED) has eliminated use of the Livescan fingerprinting systems and the “ink and roll” card submission process. NYSED has joined the Statewide Vendor Managed System operated by MorphoTrust. The phone number for MorphoTrust is (877) 472.6915.

**Applying for Fingerprinting and Scheduling a Fingerprint Scanning Appointment**

- Please go to the following website: www.highered.nysed.gov/tsei/ospra/fpprocess.html.

- You will find **Fingerprinting Process from Start to Finish**. Please pay attention to the instructions before beginning the fingerprinting application/ scheduling process.
Paying for Fingerprinting

• The total fee for fingerprinting as of 7/14/2017 is **$99.00**.

• A list of currently available Fingerprint Scanning Enrollment Center locations in New York State can be found at www.identogo.com.

• Two forms of identification must be brought to the scanning appointment. **At least one form of identification must contain a photo.**

Transmitting Fingerprint Information to TEACH/Viewing Fingerprint Information on TEACH

• Information provided to **MorphoTrust** during the fingerprint application process is electronically transmitted to the TEACH system.

• Applicants that have an account in TEACH can view information about the status of their fingerprint application in TEACH.

• K-12 Schools can view messages in TEACH that provide status information related to the progress of a fingerprint application. The status messages are updated daily.

11. **UNITED STATES CITIZENSHIP AND CERTIFICATION**

United States citizenship is not required for initial or provisional certification. However, for permanent or professional certification you must be a lawfully admitted permanent resident of the United States. If you are not a U.S. citizen but have permanent residence status and are applying for permanent or professional certification, you must provide proof of lawful residency.

♦ A photocopy of the front and back of your permanent residency card (“Green Card”); or

♦ A photocopy of your U.S. passport; or

♦ A certified and sealed copy of a letter from the United States Citizenship and Immigration Services (USCIS) (formerly the INS) verifying permanent residency or U.S. Citizenship; or

♦ A copy of a document that verifies your DACA or similar relief from deportation status. An example would be your Employment Authorization Document (EAD) card as issued by USCIS.
12. **LENGTH OF TIME FOR ISSUANCE OF CERTIFICATES/PAPER CERTIFICATES/MAILING OF CERTIFICATES**

Please remember that the University of Rochester will recommend you for NYS certification only if you have followed instructions in the document *Instructions for University of Rochester TEACH Online Application and Recommendation of New York State Certification* (see second paragraph on page 1 of this memo).

For **Initial** (with the exception of the Initial SBL) and **Provisional** certification applicants, the TEACH online system does an automated evaluation of your TEACH application when your fee is entered into the system. When all requirements are literally “checked off” and you have been recommended for certification by the University of Rochester, the application is reviewed by a certification specialist and your Initial or Provisional certificate is issued very quickly—usually within one week.

For **Professional, Permanent, and SBL Initial** certification applicants, a certification specialist will evaluate the work experience your employer(s) submit(s) on the “Verification of Paid Experience” Form. (See pages 5, 8, and 9.) Therefore, the time period for evaluation of these certificates will take several weeks or longer, depending on the current number of certifications waiting for processing by the State Education Department.

**Paper certificates** are not printed for time-limited certificates such as Initial and Provisional. TEACH should be used to verify the status of your certification. School Districts also should verify your certificate by using TEACH.

Please remember that **professional** and **permanent** certificates will not be forwarded to an address other than the address you enter into TEACH. If your address changes between the time you first enter it into TEACH and the time your certificate is mailed by the State, you must remember to change your address in TEACH. Regardless of your forwarding instructions to the U.S. Postal Service, your certificate will be returned to the State Education Department. You must then request a replacement certificate, which will take a minimum of two to six weeks for issue and delivery.
13. **CERTIFICATION IN OTHER STATES**

For exact requirements in states other than New York, you should check the website of the Department of Education of the state in which you plan to be a teacher, counselor, or administrator. **The New York State Department of Education is unable to tell you about requirements in other states. Remember: “Reciprocity” is not a term used by New York State.**

14. **MAINTAINING YOUR CERTIFICATE: PROFESSIONAL DEVELOPMENT — TEACHERS AND ADMINISTRATORS**

Effective July 1, 2016, Professional Development was replaced by Continuing Teacher and Leader Education (CTLE) Requirements.

If you are currently in the middle of a Professional Development period, that period expired on June 30, 2016. Your CTLE period will begin when you register.

Information regarding registration and CTLE can be found at [http://www.highered.nysed.gov/tcert/resteachers/ctle.html](http://www.highered.nysed.gov/tcert/resteachers/ctle.html).

**Professional certs** in teaching and leadership must be maintained through continuing professional development. For helpful links detailing responsibilities, allowable activities, and record keeping, please go to [http://www.highered.nysed.gov/tcert/certificate/maintaincert.html](http://www.highered.nysed.gov/tcert/certificate/maintaincert.html).

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Please contact Pamela Kaptein, Certification Officer at pkaptein@warner.rochester.edu or at 585.276.5405, with your questions about information contained in this document.