



Next Steps to Certification For Program Completers School Counseling

Pam Kaptein

Administrator-Accreditation and Licensure
Certification Officer

certification@warner.rochester.edu

585-276-5405

August 2022



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. 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
 - If urgent for employment needs, superintendent's office can make use of [expedited service](#) procedure.
- **Do** need to complete program for certification to be awarded
- Contact information:
<https://www.warner.rochester.edu/sites/default/files/2023-04/Workshop%20Schedule%20and%20Contacts.pdf>
 - Program completion
 - Institutional recommendation
 - Fingerprinting



What's Included in Program Completion?

- Grades for all course work, including capstone project and internship, as applicable to program
- Workshops
 - NYS-approved workshop providers:
 - Child Abuse Prevention (CAP):
<http://www.op.nysed.gov/training/caproviders.htm>
 - [NYS Office of Children and Family Services](#) no charge for CAP workshop
 - SAVE:
<http://www.p12.nysed.gov/sss/ssae/schoolsafety/save/svpiproviders.html>
 - DASA: <http://www.highered.nysed.gov/tcert/certificate/dasa-applicant.html>
 - GV BOCES <https://www.gvboces.org/Page/1352>
- Conferral by the Board of Trustees (this happens on the official graduation date and applies to both CAS and MS programs)



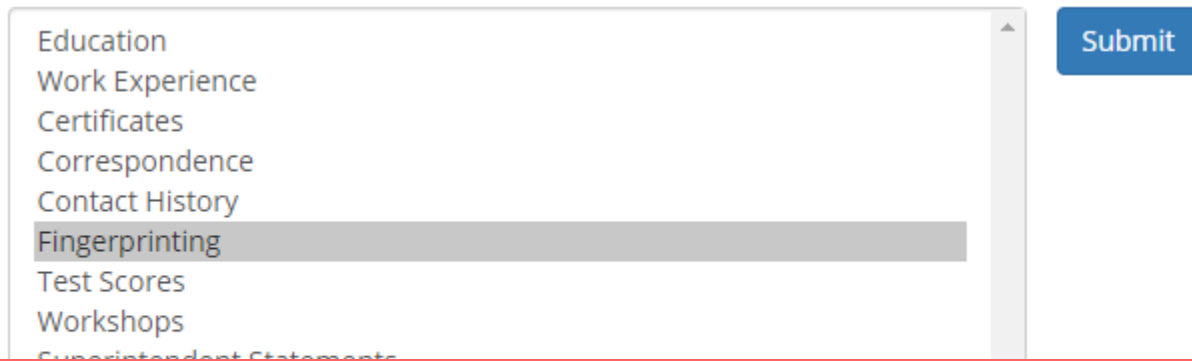
Institutional Recommendation

- Confirms completion of program requirements
 - Academic work
 - Workshops
- Does not mean that certification is awarded
- Eliminates need to submit transcript.
 - be sure to choose the “NYS-Approved program pathway” in the application process



Fingerprinting

- IdentoGO: <https://www.identogo.com/services/live-scan-fingerprinting> .
- NYSED Fingerprint Helpdesk; ospra@nysed.gov or call (518) 473-2998.



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 (students matriculated before Summer 2021)
 - Initial and professional certification (new programs)
 - Separate application for each certificate (provisional and permanent, initial and professional; permanent/professional certification would be after meet years' experience, most candidates do not complete this application upon program completion)
- [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

M.S. in School Counseling - Initial/Professional: Specialization in Leadership[SC6]

NYS Program Code Subject Area Type of Certificate (as of 03/01/2021)

Leading to the following NYS Certifications:

- School Counseling Initial
- School Counseling Professional

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

Number of credits (includes transfer credits)

| NYS Code: 41538 HEGIS#: 0826.01 Dept: CHD Cap. Code: C/En Specialty: CS Program: SC6 | | | | | | | |
|---|---------|-------|--------|---------|--------------------|---------------|------------|
| Program | Credits | (Y/N) | Status | Advisor | Expected or Actual | | |
| | | | | | Start Term | Intern. Start | Grad. Date |
| SC6-MS-School Counseling-Leadership | 60 | | | | | | |

NOTES:

- The 60CR school counseling programs for students matriculating prior to summer 2021 would report education as 48 for a master's degree and 12 for CAS
- some school counseling programs are for 12 CR, leading to professional certification only. In those cases, education would be reported as 12 CR 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
 - If urgent for employment needs, superintendent's office can make use of [expedited service](#) procedure.



3. Submit the Form for Requesting Recommendation in TEACH

- Why do I have to submit this form?
 - 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.
 - Every candidate does not intend on working in NYS public schools
- 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
- Also is deadline for submitting certificate of completion for workshops

| Graduation Cycle | Deadline for advisor to confirm completion |
|------------------|--|
| August | Last Friday of July |
| October | Friday before Labor Day |
| December | Third Friday in November |
| March | Second Friday in January |
| May | First Friday of April |



5. Certification awarded by NYSED

- Check application status:

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

- 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, then click Submit

Submit

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

“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!

