



Next Steps to Certification For Program Completers Classroom Teacher

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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. 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
 - Certification Exams
 - 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/ss/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



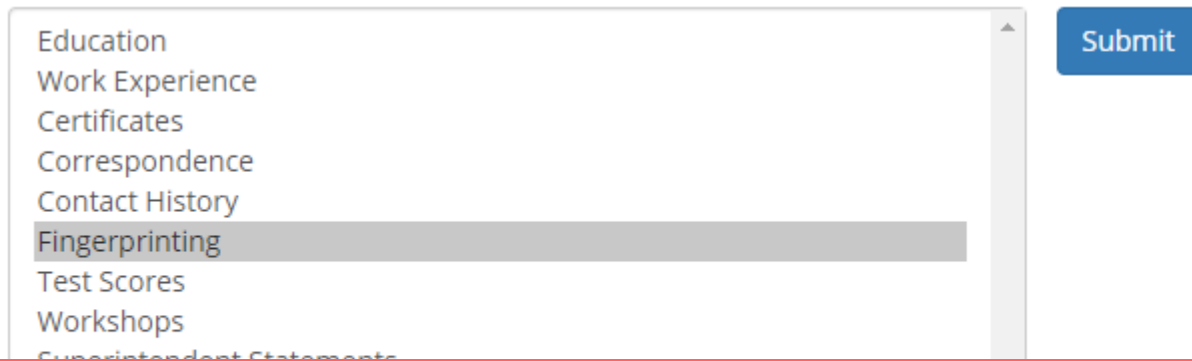
Certification Exams

- Educating All Students (EAS)
 - Required for **all new** certifications
 - additional certification in new subject area, or SBL/SDL will require EAS
- Content Specialty Test (CST)
 - Subject specific
- NYSTCE testing requirements will depend on the subject area(s) of certification.
 - www.nystce.nesinc.com
 - Be sure to send test results to University of Rochester
- Not required for program completion



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
 - Initial and professional certification
 - Separate application for each Subject Area
 - Separate application for each certificate (initial and professional; professional certification would be after three 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 (initial) certificates
 - Consult [Duplicate/Printed Certificates](#) section of NYSED website
 - Print screen of TEACH account to show evidence of time-limited certificate



Information for TEACH Application Teacher Preparation Programs

University of Rochester, Warner School Program Plan of Study

M.S. in Adolescence Education: Mathematics[TM3]

NYS Program Code

Subject Area

Grade level

(as of 08/30/2016)

Type of Certificate

Leading to the following NYS Certification:

- Teaching in Adolescence Education (grades 7-12), specialist in mathematics (initial + professional)

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

Number of
credits
(includes
transfer
credits)

NYS Code: 25018		HEGIS#: 1701.01		Dept: TC	Cap. Code: Tmat	Specialty: TM	Program: TM3
Program	Credits	(Y/N)	Status	Advisor	Expected or Actual		
					Start Term	Intern. Start	Grad. Date
TM3-MS-Math 7-12	39						

Area of Interest, follows the [drop-down menu options](#) showing certification requirements.

- Classroom Teacher
- Classroom Teacher Extensions
- Classroom Teacher-Foreign Languages



Timing of Application

- Can complete application for certification at any time
 - Do not need to wait for scores of CST's or 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 (that information comes 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? 
Biology 7-12, Initial 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 biology initial certification

Certificate	Classroom Teacher	Initial Certificate	Biology 7-12
Status	Review Complete	Pending Information	
Effective Date	Expiration Date		
Change Reason			

Pathway: Approved Teacher Preparation Program 05/01/2014

Requirement	Current Status	Evaluated By	Entered Status/Credit Deficiency	Exemption Status	Comments
Completion of a NYS Registered Program - Biology 7-12	Verified Met	OT		<input type="checkbox"/>	
Institutional Recommendation - Biology 7-12	Verified Met	OT		<input type="checkbox"/>	
New York State Teacher Certification Exam - Educating All Students Test (EAS)	Verified Met	OT		<input type="checkbox"/>	
Content Specialty Test (CST) - Biology	Verified Met	OT		<input type="checkbox"/>	
edTPA - Secondary Science	Unmet			<input type="checkbox"/>	
Workshop - Dignity For All Students Act	Verified Met	OT		<input type="checkbox"/>	
Fingerprint Clearance	Verified Met	OT		<input type="checkbox"/>	



Questions?

tcert@nysed.gov

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[Book a virtual meeting with me](#)

585-276-5405



Be kind to your
future self!

