



# 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. Submit the [Form for Requesting Warner School Recommendation in TEACH](#)
3. Complete application through 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
- Provider information for certification requirements:  
<https://www.warner.rochester.edu/sites/default/files/2025-01/CertLicSnapshot-Aug2024.pdf>



# 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



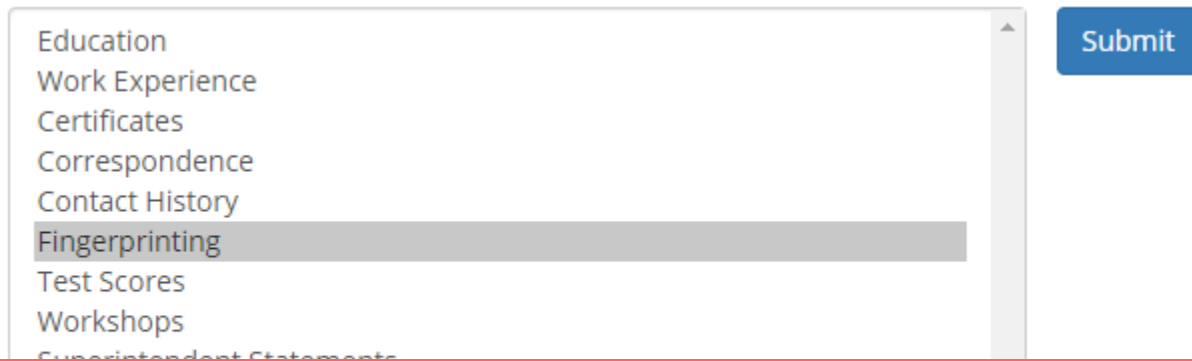
# Certification Exams

- Content Specialty Test (CST)
  - Subject specific
  - Consult certification requirements:  
<https://eservices.nysed.gov/teach/certhelp/search-cert-reqs>
  - School Counseling CST became requirement in 2024
- NYSTCE is provider for the exams.
  - [www.nystce.nesinc.com](http://www.nystce.nesinc.com)
  - Send test results to University of Rochester
  - Consult chart (within exam details) for score reporting date
- Not required for program completion



# Fingerprinting

- IdentoGO: [www.identogo.com](http://www.identogo.com) .
- NYSED Fingerprint Helpdesk; [ospra@nysed.gov](mailto:ospra@nysed.gov) or call (518) 473-2998.



Education  
Work Experience  
Certificates  
Correspondence  
Contact History  
**Fingerprinting**  
Test Scores  
Workshops  
Superintendent Statements

Submit

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. 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](#)



# 3. Complete application through TEACH

## Applying for certification:

- Apply through TEACH
  - Initial and professional certification
    - 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 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
<b>CS1-MS-School Counseling</b>	<b>48</b>						

NYS Program Code

Subject  
Area

Number  
of credits  
(includes  
transfer  
credits)



# 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.



# 4. Program completion

## What's Included in Program Completion?

- Grades for:
  - all course work
  - capstone project
  - internship , student teaching
- Workshops
  - Completion certificates should be submitted to [certification@warner.rochester.edu](mailto:certification@warner.rochester.edu) **at least two weeks prior** to graduation
- Conferral by the Board of Trustees (this is the official graduation date and applies to both CAS and MS programs)

## 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		<a href="#">View Evaluation History</a>	N	Y



# Questions?

[tcert@nysed.gov](mailto:tcert@nysed.gov)

[certification@warner.rochester.edu](mailto:certification@warner.rochester.edu)

[Book a virtual meeting](#)

[Career Services](#)



Be kind to your  
future self!

