TEACHING ART PROGRAM MAJORS
INITIAL CERTIFICATION APPLICATION PACKET

Dear Teaching Art Initial Teacher Certification Applicant:

The New York State Education Department – Office of Teaching Initiatives requires students competing teacher certification programs to apply online for their teaching certificates through the TEACH Online system.

On the TEACH system you may submit an online teacher certification application, pay application fees online by using a credit card, check online for the status of your certificate application and view online all correspondence sent by the Office of Teaching. TEACH is available 24 hours a day, 7 days a week so that you may enter your application online and check the status of your application at your convenience.

When applying on TEACH, please do not complete fingerprint information or pay the fingerprinting fee if you have already been fingerprinted by the NYCDOE for student teaching or through the NYSED in the past. If you have been fingerprinted by the NYCDOE and your fingerprint clearance does not appear on the TEACH system, complete the attached OSPRA 104 and forward to the NYCDOE (address/fax at bottom of form).

Attached please find a Request for Recommendation Form and a Student Application Information Sheet to assist you with the application process.

Once you have completed the online application process, please return the Request for Recommendation Form to your departmental certification liaison (bottom of form), so that we may recommend you for certification to the New York State Education Department.

If you have any questions, please let me know.

Sincerely,

Mark

Mark J. Perez
Certification Officer
Student Application Information Sheet
New York State Teacher Certification

Please use the information provided below to assist you in completing your online application for NYS Teacher Certification.

First: Create User Login and Password

In order to apply online, you will enter TEACH online services via the Office of Teaching Initiatives Web site at www.highered.nysed.gov/tcert and create a TEACH login and password at the New York State Directory Services site. Click on "TEACH Online Services" then on "Self Registration" in top right hand corner. Instructions are provided as you go though this process. Once you have created your login and password this step is completed and you never have to repeat this process (unless you forget your password).

Please do not complete fingerprint info or pay the fingerprinting fee if you have already been fingerprinted by the NYCDOE or through the NYSED. If you have been fingerprinted by the NYCDOE and your fingerprint clearance does not appear on the TEACH system, complete the attached OSPRA 104 and forward to NYCDOE (address/fax at bottom of form).

Second: Creating a TEACH Account & Completing the Application

Step 1: Create Applicant Profile

Enter your personal information and preferences (such as opting to be included in the statewide teacher clearinghouse or having most correspondence from us transmitted via email).

Use the information below to complete the Self-Reported education portion of the online application:

Institution Name: New York University - Main
Award Title: Master of Arts
Program: See Attached
Major: Education
Date Degree Received: [Date Format: mm/dd/xxxx] Number of Credits:
Date Attended From: [Date Format: mm/dd/xxxx] Date Attended To:

Step 2: Select Certificate(s)

A. Use the following information to select the appropriate certificate title and type:

- Select your Area of Interest: Classroom Teacher
- Select your Subject Area: See Attached
- Select the Grade Level: See Attached
- Select the Title: See Attached
- Select the Type of Certificate: Initial

B. When prompted for program code, please see attached 5 digit code before your program major

C. To add Social Studies 5-6 extension (for dual majors) please see next page

C. Select “I want my application to be reviewed by the State Education Department”

Continue through the application answering all required questions; sign the affidavit and application; and make your payment. You may pay online using a credit card or print out the payment coupon and mail in a US Postal Money Order.

Need help?

Problems completing your application? Mark J. Perez, Certification Officer (212) 998-5033 mark.perez@nyu.edu
Art Education Programs

Master of Arts

<table>
<thead>
<tr>
<th>Program Code and Major</th>
<th>Subject Area</th>
<th>Grade Level</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>24685 Teaching Art, All Grades</td>
<td>Visual Arts</td>
<td>PreK-12 All Grades</td>
<td>Visual Arts</td>
</tr>
<tr>
<td>36419 Teaching Art, All Grades and Social Studies 7-12 &amp; 5-6 Ext</td>
<td>Visual Arts Also add: Social Studies</td>
<td>PreK-12 All Grades Adolescent - Grades 7-12</td>
<td>Social Studies 7-12</td>
</tr>
</tbody>
</table>

For dual certification majors only, please use the following information to add the Social Studies 5-6 extension:

- Select your Area of Interest: Classroom Teacher Extensions
- Select your Subject Area: Social Studies
- Select the Grade Level: Grades 5-6
- Select the Title: Social Studies 5-6 Extension
- Select the Type of Certificate: Initial Extension Annotation

When prompted for program code, enter 36419
REQUEST FOR RECOMMENDATION
FOR NEW YORK STATE INITIAL CERTIFICATION

NAME ____________________________________________

SSN ___________________ NYU ID _____________________ DOB __________

ADDRESS ____________________________________________

____________________________________________________________________

E-MAIL __________________________ TELEPHONE ________________________

DEGREE AND MAJOR ________________________________________________

DEGREE COMPLETION/CONFERRAL DATE ________________________________

CERTIFICATE(S) APPLIED FOR _________________________________________

REQUEST FOR RECOMMENDATION

I have applied online to the New York State Education Department for my teaching
certificate(s). I will qualify on the basis of my degree, and have completed the certification
program, including the required internships, at New York University. I hereby request that New
York University recommend me for certification to the New York State Education Department.

____________________________________________________________________

Signature of Applicant ______________________________ Date ________________

RECOMMENDATION OF PROGRAM ADVISOR

I certify that, upon completion/conferral of the M.A. degree, the above named student will
have acquired the skills, attitudes and knowledge set forth as the requirements for the program
and should be recommended for certification in

____________________________________________________________________

Signature of Certification Liaison/Advisor/Dept Rep ____________________ Date ________________

RETURN FORM TO: Julia Olson, Art Education Program
Barney Building
34 Stuyvesant Street, 3rd Floor
New York, NY 10003
OSPRA 104 (10/07)

Authorization to Forward Criminal History
Record Information from the City School District
of the City of New York to the New York State
Education Department

Type or Print All Information

Instructions to Applicant: Please complete Sections 1, 2 and 3 and mail the form to the address in Section 4.

Please Note: This form is to be filed by individuals who have been previously fingerprinted (after July 1, 1990) for a license
and/or employment by the New York City Board of Education (NYCBOE) and are authorizing the NYCBOE to forward their
criminal history to the New York State Education Department for certification application and/or employment purposes.

SECTION 1
(Inaccurate or incomplete information will delay processing)

Name: (Last)                  (First)              (Middle)             Sex: (M/F)

Home Address: (Street, Apt. #) Social Security Number

City, State, Zip:               Telephone (Area Code and Number)

E-mail Address: Date of Birth (Month, Day, Year)

SECTION 2

Please choose (✓) one of the following:

☐ I am leaving or have left the employ of the NYCBOE and am seeking clearance for certification and/or employment.

☐ I am remaining in the employ of the NYCBOE and I am seeking clearance for certification.

☐ I am remaining in the employ of the NYCBOE and I am seeking additional employment in a covered school other than
the NYCBOE.

SECTION 3

• I hereby authorize the NYCBOE to forward the content of my criminal history record as secured from DCJS and
the FBI to the New York State Education Department as a condition of my application for certification and/or
clearance for employment. I further understand that the NYCBOE is authorized to forward subsequent criminal
history notifications received from DCJS to the New York State Education Department.

• I understand that if my fingerprints have not been retained by DCJS, I will have to be fingerprinted again to meet
the requirements of Chapter 180 of the Laws of 2000.

• I understand that if I am seeking clearance for employment, an OSPRA 102 will have to be filed by my
prospective employer before a clearance will be issued.

Signature: ___________________________ Date: __________

SECTION 4

MAIL TO:

Division of Human Resources
HR Connect Walk-in Center
65 Court Street, Room 102
Brooklyn, New York 11201
Ph: (718) 935-4000 Fax: (718) 935-2726