SCHOOL COUNSELOR
PROVISIONAL CERTIFICATION APPLICATION PACKET

Dear School Counseling Provisional Certification Applicant:

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

On the TEACH system you may submit your online school counselor 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.

Please do not register for fingerprinting processing if you have already been fingerprinted by the NYCDOE or through the NYSED in the past. If you have been fingerprinted by the NYCDOE and your fingerprint clearance does not appear in your TEACH account, please 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 submit the Request for Recommendation Form to your departmental certification liaison, 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
Please use the information provided below to assist you in completing your online application for NYS 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 through 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).

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:** 7888 Counseling and Guidance
- **Major:** Education
- **Date Degree Received:** [Date Format: mm/dd/yyyy]  
- **Number of Credits:**
- **Date Attended From:** [Date Format: mm/dd/yyyy]  
- **Date Attended To:** [Date Format: mm/dd/yyyy]

Step 2: Select Certificate(s)
A. Use the following information to select the appropriate certificate title and type:
   - Select your Area of Interest: Administration and Pupil Personnel Services
   - Select your Subject Area: School Counseling
   - Select the Grade Level: PreK-12 – All Grades
   - Select the Title: School Counselor
   - Select the Type of Certificate: Provisional Certificate

B. When prompted for program code enter 7888

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

Problems using TEACH?  
New York State Education Dept. Contact Info:  
Technical support available to you by telephone Monday – Friday from 9:00 a.m. until 4:00 p.m. at (616) 486-6041.
### Applied Psychology – School Counselor Certification Codes

#### Master of Arts Certification Codes

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<th>For “Self-Reported Education” Section</th>
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<tr>
<td><strong>Program</strong></td>
<td><strong>Subject Area</strong></td>
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<tr>
<td>7888 Counseling and Guidance</td>
<td>School Counseling</td>
</tr>
<tr>
<td><em>To Add Bilingual in Area of Interest choose Other Extensions</em></td>
<td>Bilingual Education (PPS/Admin)</td>
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REQUEST FOR RECOMMENDATION
FOR NEW YORK STATE CERTIFICATION FORM

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 certificate(s). I will qualify for this/these certificate(s) on the basis of my degree, and have completed the certification program, including the required internships, at New York University. I hereby request that NYU 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 Advisor/Certification Liaison/Program Rep  Date

RETURN FORM TO:  School Counseling Program
                  Department of Applied Psychology
                  NYU Steinhardt School of Culture, Education, and Human Development
                  246 Greene Street, 7th Floor
                  New York, NY 10003
                  212-998-5555
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

(Incorrect 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