

OFFICE OF TEACHER CERTIFICATION

Joseph and Violet Pless Hall
82 Washington Square East, 2nd Floor
New York, New York 10003-6680
(212) 998-5033 tel
(212) 995-4835 fax
mark.perez@nyu.edu

**TEACHING AND LEARNING
PROFESSIONAL CERTIFICATION APPLICATION PACKET**

Dear Teaching and Learning Professional Certification Applicant:

The New York State Education Department (NYSED) – 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 Online system you may submit an online teacher certification application, submit an online fingerprint clearance 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.

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

Please be advised that Professional Certification requires 3 years of paid, full-time classroom teaching experience. Classroom teaching experience includes experience earned in a public or approved nonpublic preschool, elementary, middle, or secondary school. Enter your teaching experience on the TEACH Online system at the time of application. Teaching experience will not be credited immediately but needs to be approved by an evaluator at the NYSED before the Professional Certificate will issue.

Professional Certification also requires 1 year of mentored experience. Documentation of the mentored experience must be provided by the superintendent of the employing school district. For details including Verification of Mentored Experience Form, please visit www.highered.nysed.gov/tcert/resteachers/mentoring.html

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 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 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). If you can not remember your login and password call TEACH Technical Support at (518) 486-6041.

Do not complete fingerprint info or pay the \$91.50 fee if you have already been fingerprinted through the NYSED or by the NYCDOE. 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/yyyy]	Number of Credits:
Date Attended From:	/ /	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: **Professional**

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

C. To add 1-6 or 5-6 extensions (Initial/Professional Programs Only), please see next page

D. 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 8:00 a.m. until 6:30 p.m. at (518) 486-6041. Web:
<https://portals.nysed.gov/tcert/technical.htm>

Use the following information to add the Foreign Language 1-6 extension:

- Select your Area of Interest: **Classroom Teacher Extensions - Foreign Languages**
- Select your Subject Area: ***Select your foreign language***
- Select the Grade Level: **Pre K-6**
- Select the Title: ***Your foreign language 1-6 Extension***
- Select the Type of Certificate: **Professional Extension Annotation**

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

Use the following information to add the 5-6 extension:

- Select your Area of Interest: **Classroom Teacher Extensions**
- Select your Subject Area: **English Language Arts, Mathematics, etc**
- Select the Grade Level: **Grades 5-6**
- Select the Title: ***Subject Area 5-6 Extension***
- Select the Type of Certificate: **Professional Extension Annotation**

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

Master of Arts Initial/Professional Certification Programs

For "Self-Reported Education" Section	For "Select Certificates" Section		
Program Code and Major	Subject Area	Grade Level	Title
24668 Early Childhood Ed	Early Childhood Ed	Early Childhood Ed Birth - 2	Early Childhood Ed Birth - 2
24669 Childhood Ed	Childhood Education	Childhood Education 1-6	Childhood Education 1-6
24699 Early Childhood Ed/ Early Childhood Special Ed	Early Childhood Ed Also add: Students with Disabilities	Early Childhood Ed Birth - 2 Early Childhood Ed Birth - 2	Early Childhood Ed Birth - 2 Students with Disabilities Birth - 2
24700 Childhood Ed/ Childhood Special Ed	Childhood Education Also add: Students with Disabilities	Childhood Education 1-6 Childhood Education 1-6	Childhood Education 1-6 Students with Disabilities 1-6
24694 Early Childhood Special Ed	Students with Disabilities	Early Childhood Ed Birth - 2	Students with Disabilities Birth - 2
24695 Childhood Special Ed	Students with Disabilities	Childhood Education 1-6	Students with Disabilities 1-6
24692 Literacy B-6	Literacy	Birth - 6	Literacy Birth - 6
24693 Literacy 5-12	Literacy	Grades 5-12	Literacy Grades 5-12
24680 Teaching Biology 7-12	Biology	Adolescent - Grades 7-12	Biology 7-12
24670 Teaching English 7-12	English	Adolescent - Grades 7-12	English Language Arts 7-12
24683 Teaching Mathematics 7-12	Mathematics	Adolescent - Grades 7-12	Mathematics 7-12
24682 Teaching Physics 7-12	Physics	Adolescent - Grades 7-12	Physics 7-12
24681 Teaching Chemistry 7-12	Chemistry	Adolescent - Grades 7-12	Chemistry 7-12
24684 Teaching Social Studies 7-12	Social Studies	Adolescent - Grades 7-12	Social Studies 7-12
24672 Teaching a Foreign Lang 7-12: French	French	Adolescent - Grades 7-12	French 7-12
24673 Teaching a Foreign Lang 7-12: German	German	Adolescent - Grades 7-12	German 7-12
24675 Teaching a Foreign Lang 7-12: Italian	Italian	Adolescent - Grades 7-12	Italian 7-12
24678 Teaching a Foreign Lang 7-12: Spanish	Spanish	Adolescent - Grades 7-12	Spanish 7-12
24677 Teaching a Foreign Lang 7-12: Russian	Russian	Adolescent - Grades 7-12	Russian 7-12
24671 Teaching a Foreign Lang 7-12: Chinese	Chinese or Mandarin	Adolescent - Grades 7-12	Chinese 7-12 or Mandarin 7-12
24676 Teaching a Foreign Lang 7-12: Japanese	Japanese	Adolescent - Grades 7-12	Japanese 7-12
24730 Teaching a Foreign Lang 7-12: Latin	Latin	Adolescent - Grades 7-12	Latin 7-12
24674 Teaching a Foreign Lang 7-12: Hebrew	Hebrew	Adolescent - Grades 7-12	Hebrew 7-12
24679 Teaching English to Speakers of Other Languages (TESOL)	English to Speakers of Other Languages	PreK-12 All Grades	English to Speakers of Other Languages
24726 Teaching a Foreign Lang 7-12/ Teaching English to Speakers of Other Languages (TESOL)	Choose Language Also add: English to Speakers of Other Languages	Adolescent - Grades 7-12 PreK-12 All Grades	Choose Language 7-12 English to Speakers of Other Languages
24727 Bilingual Education for Teachers (MA)	Bilingual Education	PreK-12 All Grades	Bilingual Education Extension
24728 Bilingual Education for Teachers (Advanced Certificate)	Bilingual Education	PreK-12 All Grades	Bilingual Education Extension

Master of Arts Professional Certification Programs (30 credit Inservice Programs)

For "Self-Reported Education" Section	For "Select Certificates" Section		
Program Code and Major	Subject Area	Grade Level	Title
30273 Childhood Education	Childhood Education	Childhood Education 1-6	Childhood Education 1-6
30284 Teachers of Biology 7-12	Biology	Adolescent - Grades 7-12	Biology 7-12
30274 Teachers of English 7-12	English	Adolescent - Grades 7-12	English Language Arts 7-12
30272 Teachers of Mathematics 7-12	Mathematics	Adolescent - Grades 7-12	Mathematics 7-12
30286 Teachers of Physics 7-12	Physics	Adolescent - Grades 7-12	Physics 7-12
30285 Teachers of Chemistry 7-12	Chemistry	Adolescent - Grades 7-12	Chemistry 7-12
30287 Teachers of Social Studies 7-12	Social Studies	Adolescent - Grades 7-12	Social Studies 7-12
30276 Teachers of French 7-12	French	Adolescent - Grades 7-12	French 7-12
30277 Teachers of German 7-12	German	Adolescent - Grades 7-12	German 7-12
30279 Teachers of Italian 7-12	Italian	Adolescent - Grades 7-12	Italian 7-12
30283 Teachers of Spanish 7-12	Spanish	Adolescent - Grades 7-12	Spanish 7-12
30282 Teachers of Russian 7-12	Russian	Adolescent - Grades 7-12	Russian 7-12
30275 Teachers of Chinese 7-12	Chinese or Mandarin	Adolescent - Grades 7-12	Chinese 7-12 or Mandarin 7-12
30280 Teachers of Japanese 7-12	Japanese	Adolescent - Grades 7-12	Japanese 7-12
30281 Teachers of Latin 7-12	Latin	Adolescent - Grades 7-12	Latin 7-12
30278 Teachers of Hebrew 7-12	Hebrew	Adolescent - Grades 7-12	Hebrew 7-12

REQUEST FOR RECOMMENDATION FOR PROFESSIONAL NEW YORK STATE CERTIFICATION FORM

NAME _____

SSN _____ NYU ID _____ DOB _____

ADDRESS _____

E-MAIL _____ TELEPHONE _____

DEGREE AND MAJOR _____

DEGREE COMPLETION/CONFERRAL DATE _____

PROFESSIONAL CERTIFICATE(S) APPLIED FOR _____

REQUEST FOR RECOMMENDATION

I have applied online to the New York State Education Department for my Professional teaching certificate(s). I 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 New York University recommend me for Professional Certification to the New York State Education Department.

Signature of Applicant

Date

PLEASE RETURN FORM by mail, fax or scan and email to:

Mark J. Perez
Certification Officer
NYU Steinhardt
82 Washington Square East, Room 229
New York, New York 10003
(212) 998-5033
(212) 995-4353 fax
mark.perez@nyu.edu



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

Office of School Personnel Review and Accountability

NYS Education Department
ph: (518) 473-2998

www.highered.nysed.gov/tcert/osptra
OSPRA@mail.nysed.gov

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