



# INFORMATION BULLETIN

## Teacher Certification in New York State

Local leaders and members are continually faced with many questions and problems regarding teacher certification in New York State because of significant changes in certification requirements over the last decade (see Appendices IV, V and VI). Some teachers are working toward their permanent certification status under regulations that were in place until February 1, 2004. Others will be working under new regulations that became effective on February 2, 2004. The purpose of this Information Bulletin is to summarize the information most commonly sought by members and local leaders and provide resources for addressing questions and problems. This Information Bulletin will only discuss the requirements for classroom teaching certification. For teaching assistant certification information, see NYSUT Information Bulletin #200610, New Certification Requirements for Teaching Assistants.

The contents of this Information Bulletin include:

- An Overview of Teacher Certification;
- The Certification Process until February 1, 2004;
- The Certification Process as of February 2, 2004;
- Contact Information;
- Other Certification Information;
- Advice to Local Leaders; and
- Appendices.

This document is only for your information and is not to be considered an official interpretation of the rules and regulations of the Commissioner of Education. An official response on the interpretation of certification regulations or the determination of individual certification status can only be obtained from the Office of Teaching Initiatives (OTI) of the State Education Department. Contact information for that Office can be found on page 5.

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*For further information, contact your regional  
Labor Relations Specialist or Research & Educational Services*  
New York State United Teachers, 800 Troy-Schenectady Road, Latham, NY 12110-2455  
(518) 213-6000 - (800) 342-9810 - Fax (518) 213-6450

## OVERVIEW OF TEACHER CERTIFICATION

All teachers employed in the public schools in New York State must hold a valid certificate issued in accordance with Sections 3001 and 3009 of Education Law and Part 80 of the Regulations of the Commissioner of Education. Section 3001 establishes that no one is authorized to teach in a public school without a teaching certificate, and Section 3009 clearly states that unqualified teachers cannot be paid with district funds. Part 80 contains certification requirements for classroom teaching, administrative/supervisory and pupil personnel (school) service titles. The Office of Teaching Initiatives (OTI) at the State Education Department is responsible for certifying teachers in New York State.

State certification is also required for teachers employed in state-operated and state-supported schools, Special Act school districts, approved private schools for the education of students with disabilities, and approved preschool special education programs.

### THE CERTIFICATION PROCESS UNTIL FEBRUARY 1, 2004

The certification process for individuals who received provisional certification no later than February 1, 2004 is as follows:

#### **PROVISIONAL CERTIFICATION**

A provisional certificate was the first credential an individual received upon satisfactory completion of all teacher preparation requirements. The certificate expires five years from the date of issuance. A permanent certificate must be obtained within the five-year period of validity. The last provisional certificates were issued on February 1, 2004.

#### **PERMANENT CERTIFICATION**

A permanent certificate is valid for life in the area of certification and would be issued upon completion of the following requirements:

- Satisfied the requirements for the provisional certificate;
- Application with fee;
- Master's degree (The graduate study which will culminate in a master's degree must be "functionally related" to the subject field or grade level in which certification is being requested. The term "functionally related" means that the graduate degree program is job-related, as determined by the Commissioner.);
- Two years of teaching experience in a public or nonpublic school (The teaching experience requirement means a minimum of two years of paid full-time elementary and/or secondary service. It is possible to combine different teaching experiences to meet the two-year requirement.);
- If required for the certificate title, New York State Teacher Certification Examinations (see Appendix II):
  - Content Specialty Test (CST);
  - Assessment of Teaching Skills-Performance (ATS-P); this is also known as the performance video; and
- United States Permanent Resident status or citizenship.

Please note that certification in career and technical subjects may not include all of the above requirements. A more detailed checklist of requirements for permanent certification in all titles can be found online at: <http://www.highered.nysed.gov/tcert/certificate/index.html>

### THE CERTIFICATION PROCESS AS OF FEBRUARY 2, 2004

As of February 2, 2004, major changes occurred in NYS teacher certification. An **initial certificate** replaced a provisional certificate as an entry credential for teaching in New York State. The initial certificate will be followed by a **professional certificate** as the final credential, not a permanent

certificate. In addition certification titles changed as new titles were introduced and others were focused on more limited student populations. See Appendix IV for a more detailed listing of the new certificate titles.

## THE PATH TO CERTIFICATION

After February 2, 2004, an applicant may achieve certification in New York State through one of the following paths:

1. ***Successful completion of an Approved Teacher Preparation Program registered by the State Education Department.***

The type of certificate to be issued is determined by the recommending institution of higher education and is forwarded to OTI for approval. The State Education Department publishes a list of approved teacher preparation programs which can be found on the OTI Web site at:  
<http://ohe32.nysed.gov/tcert/certificate/teachrecommend.htm>

2. ***Individual Evaluation of a candidate's educational background by the State Education Department (also known as the Transcript Review process).***

As a result of a recent amendment to the Regulations of the Commissioner, the individual evaluation (or transcript review) process will be available to certificate-seekers in childhood education (Grades 1-6) until February 1, 2007 and until February 1, 2012 for all other certificate titles. A complete listing of the education requirements by certificate title can be found on the OTI Web site at:  
<http://www.highered.nysed.gov/tcert/certificate/index.html>

3. ***Interstate Reciprocity for Applicants from Other States.***

An applicant who has completed a program leading to a teaching certificate in another state or holds a teaching certificate from another state may meet the education requirement for the initial certificate, however all other requirements must be completed prior to the issuance of the initial certificate. A list of accepted certificates can be found on the Office of Teaching's Web site at:  
<http://www.highered.nysed.gov/tcert/certificate/levelcert.htm>

4. ***Certificate Issued by the National Board for Professional Teaching Standards.***

Candidates holding at least a baccalaureate degree and a certificate issued by the National Board for Professional Teaching Standards in a title equivalent to the initial certificate title would fulfill the requirements for an initial certificate. This generally pertains to teachers certified in another state who move to New York.

5. ***Completion of an Alternative Teacher Certification Program.***

These programs are aimed at experienced, second career professionals and are offered by colleges in conjunction with local school partners. They feature an accelerated introductory component, followed by paid employment, with extensive mentoring, coursework and other supports from the college and school district. Individuals with a baccalaureate degree entering the teaching profession through this path will first work under a transitional B certificate if enrolled in a college level alternative certification program leading to an initial certificate or a transitional C certificate if they hold a graduate degree or graduate professional degree and are enrolled in an intensive teacher preparation program leading to a professional certificate. Please be aware that these programs are not available in all areas of NYS.

## INITIAL CERTIFICATION

In order to receive an initial certificate, an applicant must fulfill the following requirements:

- Application with fee;
- Baccalaureate degree;
- General education coursework core;
- Content coursework core;
- Pedagogical coursework core;
- Student teaching (Experience as an employed teacher within the range of grades and the subject area of the certification area may be accepted in lieu of this requirement.);
- Literacy Practicum - Applicants for initial certification in Literacy only (see under Other Certification Information – Literacy Practicum);

- ❑ Passing scores on the Liberal Arts and Sciences Test (LAST), Assessment of Teaching Skills-Written (ATS-W) and a Content Specialty Test (CST) in the certificate area (see Appendix III); The Speech and Language Disabilities certification title does not require the CST for initial certification;
- ❑ Child Abuse Identification workshop;
- ❑ School Violence Prevention workshop; and
- ❑ Fingerprint clearance.

Please note that certification in career and technical subjects may not include all of the above requirements. See Appendix VI for specific information.

Initial certificates are valid for five years, and the earliest effective date for individuals holding initial certificates would be September 1, 2004. It is important to note that originally the Board of Regents established a three-year validity for initial certificates, but NYSUT aggressively and successfully advocated for a change to this regulation. As a result, teachers holding initial certification are provided with additional time to meet the requirements for professional certification.

## PROFESSIONAL CERTIFICATION

An applicant for a professional certificate must fulfill the following requirements:

- ❑ Satisfied the requirements for the initial certificate;
- ❑ Application with fee;
- ❑ Three years of teaching experience with the first year as a mentored teaching experience;
- ❑ Master's degree (see under - Other Certification Information - *Master's Degree Requirement for Professional Certification* for an explanation of this requirement);
- ❑ Training in the needs of students with autism (only certain titles – see under – Other Certification Information – *Training in the Needs of Students with Autism* for an explanation of this requirement);
- ❑ United States Permanent Residence status or citizenship; and
- ❑ Applicants for the professional certificate title - Speech and Language Disabilities are required to pass the CST for Speech and Language Disabilities.

Please note that certification in career and technical subjects may not include all of the identified requirements. See Appendix VI for specific information.

In order to maintain the validity of the professional certificate, an individual will be required to complete 175 hours of professional development, consistent with the school district's Professional Development Plan, every five years. Please note that there is no professional development requirement for maintaining the validity of a **permanent or initial certificate**.

For more information on this professional development requirement, see NYSUT Information Bulletin #200708 *The Professional Development Requirement for Certification*.

## CERTIFICATE HOLDERS SEEKING AN ADDITIONAL CERTIFICATE

In general, the following pertain to an individual who currently holds a certificate (in other than a career and technical title) and who applies for an additional certificate in another subject title:

- ❑ Must complete the content core in the subject area of the additional certificate sought- 30 semester hours (with no more than 6 in a cognate or related field.)
- ❑ Not required to complete the general education core for the additional certificate
- ❑ Not required to complete the pedagogical core for the additional certificate except for the following titles: early childhood education (birth-grade 2), childhood education (grades 1-6), generalist or specialist in middle childhood education (grades 5-9); English to speakers of other languages (all grades); literacy (birth-grade 6) and (grades 5-12); students with disabilities (birth-grade 2),(grades 1-6), (grades 5-9), and (grades 7-12); deaf and hard of hearing (all grades); blind or visually impaired (all grades); and speech and languages disabilities (all grades)
- ❑ Not required to re-take the Liberal Arts and Sciences Test (LAST) or the Written Assessment of Teaching Skills (ATS-W)

- ❑ Must complete the appropriate Content Specialty test (CST) in the subject of the additional certificate sought

Holders of a Language other than English (LOTE) in one language seeking certification in another language may be eligible for the additional certificate with a rating of Intermediate High or Advanced Low on two exams administered by the American Council on the Teaching of Foreign Languages. Successful rating on these exams will be accepted in lieu of college coursework:

- ❑ OPI (Oral Proficiency Interview)
- ❑ WPT (Written Proficiency Test)
- ❑ CST in the language

Holders of a certificate other than LOTE seeking a LOTE certificate for Grades 5-9 or 7-12:

- ❑ OPI (Oral Proficiency Interview)
- ❑ WPT (Written Proficiency Test)
- ❑ CST in the language
- ❑ 6 SH in target language or culture

Holders of a certificate other than LOTE seeking a LOTE certificate with an extension for Prek-6:

- ❑ OPI (Oral Proficiency Interview)
- ❑ WPT (Written Proficiency Test)
- ❑ CST in the language
- ❑ 6 SH in target language or culture
- ❑ 3 SH of Foreign Language in the Elementary Schools (FLES)

### CONTACT INFORMATION

An official response on the interpretation of certification regulations or the determination of individual certification status can only be obtained from the State Education Department’s Office of Teaching Initiatives. However, please be aware that the office has a backlog of pending applications, and it is very difficult to contact staff by telephone. Frequently, written information resolving questions can be found on the OTI Web site. If an answer cannot be found there, we suggest that individuals e-mail OTI for information. In that way you create a complete record reflecting the date, time, question and response for your personal certification files. **Remember to maintain a personal certification file which includes not only copies of any and all correspondence concerning certification but also copies of your certificate(s), test scores, transcripts, notes of any conversations with officials, etc. This file documents your efforts in maintaining your teaching credential and can assist you if there is a problem regarding your certification status.**

<p><b><u>New York State Education Department</u></b></p> <p><b>5N Education Building</b>  <b>Albany, New York 12234</b></p>
<p><b><u>Phone:</u> (518) 474-3901</b>  <i>from 9:00-4:30 p.m. (Monday through Friday)</i></p>
<p><b><u>Web:</u> <a href="http://www.highered.nysed.gov/tcert">http://www.highered.nysed.gov/tcert</a></b>  <b><u>Web:</u> <a href="http://www.highered.nysed.gov/tcert/TEACH">http://www.highered.nysed.gov/tcert/TEACH</a></b>  <b><u>E-mail:</u> <a href="mailto:tcert@mail.nysed.gov">tcert@mail.nysed.gov</a></b></p>

## OTHER CERTIFICATION INFORMATION

The following topics are addressed in this section:

- TEACH Online Services System
- Assessment of Teaching Skills-Performance (Video)
- Child Abuse Identification & School Violence Prevention Training
- Training in the Needs of Students with Autism
- Conditional Initial Certificates
- Extension of Time for Provisional/Initial/Transitional Certificate
- Fingerprinting
- Incidental Teaching
- Issuance of Certificates
- NYS Teacher Certification Examination Program
- Reissuance of an Initial Certificate
- Master's Degree Requirement for Professional Certification
- Revocation
- Substitute Teachers
- Supplementary Teaching Certificate
- Supplementary Bilingual Extension
- Transitional Certificates
- Experience Requirement
- Mentoring
- Student Teaching
- Literacy Practicum
- United States Permanent Residence

### TEACH ONLINE SERVICES SYSTEM

TEACH has been developed by OTI as an online application and database system replacing the submission of paper applications. This is now the preferred method of sharing information about certification. TEACH allows:

- **Applicants for Certification** to apply online for certification, self-report work experience, and check the status of applications, documents and test results received.
- **Applicants for Fingerprint Clearance** to apply online for fingerprint clearance and check the status of the fingerprint clearance.
- **Public Schools** to obtain application status updates on current or potential employees and submit requests for fingerprint clearance for prospective employees.
- **New York State Colleges/Universities** to submit recommendations for certification program completers online and track the certification status of graduates.

Members are urged to establish individual password-protected TEACH accounts to better manage their certification activities and ensure that the information in the account is accurate. See NYSUT *Briefing Bulletin #08-01* for more information on the TEACH system.

### ASSESSMENT OF TEACHING SKILLS-PERFORMANCE (VIDEO)

Rumors abound that the Assessment of Teaching Skills-Performance (ATS-P) video is no longer required. These rumors are not accurate. The ATS-P continues as a requirement for permanent certification in PreK-6, academic subjects for Grades 7-12 (mathematics, physics, chemistry, biology, earth science, social studies, English, languages other than English) and English to speakers of other languages.

However, the ATS-P is not a requirement for individuals seeking initial or professional certificates (i.e.: individuals certified after 2/2/04).

## **CHILD ABUSE IDENTIFICATION AND SCHOOL VIOLENCE PREVENTION TRAINING**

All applicants for certification are required to complete two clock hours of coursework or training regarding the identification and reporting of suspected child abuse and maltreatment in accordance with Sections 3003(4) and 3004 of the Education Law. In addition, all applicants for a certificate on or after February 2, 2001 are required to complete two clock hours of course work or training in school violence prevention and intervention in accordance with Section 3004 of the Education Law. These requirements are frequently fulfilled as part of a teacher preparation program. If not, training in these two subjects is available only from a provider approved by the New York State Education Department. A listing of approved providers can be found at OTI Web site at [www.highered.nysed.gov/tcert/certificate/ca.htm](http://www.highered.nysed.gov/tcert/certificate/ca.htm) & [www.highered.nysed.gov/tcert/certificate/save.htm](http://www.highered.nysed.gov/tcert/certificate/save.htm)

## **TRAINING IN THE NEEDS OF STUDENTS WITH AUTISM**

Applicants who apply for certain certificate titles on or after September 2, 2009, and completed their master's degree program prior to July 11, 2008, must complete at least three clock hours of course work or training in the needs of students with autism from an approved provider. The applicable titles are:

- Students with Disabilities (all grade levels)
- Speech and Language Disabilities
- Deaf and Hard of hearing
- Blind or Visually Impaired

## **CONDITIONAL INITIAL CERTIFICATES**

An individual certified in another state may apply for a conditional initial certificate. This certificate is valid for two years and non-renewable, during which time the teacher must satisfy the examination requirement for a regular initial certificate. If the candidate has satisfied the testing requirement at the end of two years, a regular initial certificate will be issued, valid for five years from the effective date of the conditional certificate. Candidates issued initial certificates must still satisfy all graduate degree, experiential, examination and workshop requirements for the professional certificate.

## **EXTENSION OF TIME FOR PROVISIONAL/INITIAL/TRANSITIONAL CERTIFICATE**

An extension of the provisional, initial or transitional certificate, not to exceed two years, may be granted to an individual:

- who is on leave from teaching duties because of childbearing, childrearing, serious or extended illness; or
- who is serving with the Peace Corps or other volunteer organizations; or
- who has been unable to secure employment as a teacher; or
- who has been pursuing a career other than teaching; or
- whose service as a teacher has been discontinued as the result of abolition of teaching positions in the school district in which employed; or
- for a candidate who is not a citizen of the United States, who has applied for citizenship and whose application for citizenship has not been acted upon by the United States Immigration and Naturalization Service; or
- who, because of extreme hardship or other circumstances beyond the control of the teacher, was unable to complete the requirements for the permanent or professional certificate in a timely manner. These circumstances shall not include normal family commitments or inconvenience.

The Commissioner may extend the time validity of an expired provisional, initial or transitional certificate beyond the two-year extension for one additional year, if in the six-months preceding the end of the two-year extension, the candidate is faced with extreme hardship or other circumstances beyond the control of the individual leading to the inability to complete the requirements for the permanent or professional

certificate in a timely manner. Provisional Certificate holders must achieve a passing score on the content specialty test in the area of certification (if a CST is required) prior to issuance.

Further, the time validity of certificates held by teachers on active duty with the Armed Forces may be extended by the Commissioner, upon the application by the holder of such certificate, for the time of such active service.

Persons requesting the time extension will be required to submit an application with a \$50 non-refundable fee.

### **INCIDENTAL TEACHING**

A teacher may be assigned to teach a subject not covered by the teacher's certificate or license for a period not to exceed "five classroom hours per week." The regulations require that the district first seek a certified teacher, file an application, and receive approval of the Commissioner. Requests for incidental teaching approvals are submitted directly to the local BOCES District Superintendent as an agent of the Commissioner. Incidental teaching in New York City is approved by the Chancellor of the New York City Department of Education. Special education may not be taught on an incidental basis.

### **ISSUANCE OF CERTIFICATES**

Certificates in New York State are issued on either February 1<sup>st</sup> or September 1<sup>st</sup>. The validity of the credential begins on the date of issuance. The Office of Teaching Initiatives has a longstanding policy that once a certificate is issued, the teacher may begin employment in a public school under that certificate title. Under Department regulations, teaching certificates must be assigned either a September 1 or February 1 effective date. Once an individual qualifies for the certificate, the certificate is issued with an effective date of either the February 1 or September 1 date that will next occur chronologically. For example, someone who satisfied the requirements for a teaching certificate on October 1, 2008 would be granted a certificate with an effective date of February 1, 2009. Once an individual has met all the requirements and the certificate is issued, he/she is qualified to work in a New York State public school. In the example above, a teacher who completed all requirements and was issued a certificate on the TEACH computer system as of October 1 is qualified to teach in a New York State public school on October 1, 2008 even though the effective date on the face of the certificate would be February 1, 2009.

### **NYS TEACHER CERTIFICATION EXAMINATION PROGRAM**

The New York State Teacher Certification Examination (NYSTCE) program is designed to help ensure that certified teachers have the knowledge and skills that are important for the job of teaching in New York State public schools. The testing program is administered by the Evaluation Systems group of Pearson, for the New York State Education Department.

The NYSTCEs consist of the following tests:

- Liberal Arts and Sciences Test (LAST);
- Assessment of Teaching Skills-Written (ATS-W) in either the elementary or secondary version;
- Content Specialty Tests (CSTs);
- Bilingual Education Assessment (BEA);
- Communication and Quantitative Skills Test (CQST); and
- Assessment of Teaching Skills-Performance (ATS-P), also known as the video.

Individuals seeking a New York State teaching certificate must achieve qualifying scores on a set of assessments, depending upon the certificate title. A listing of certification test requirements by certificate title can be found in Appendices II and III.

### **REISSUANCE OF AN INITIAL CERTIFICATE**

An expired initial certificate can be reissued for a period of five years on one occasion only. The basis for such a reissuance would be an inability to secure employment as a classroom teacher. As a result, the individual would not be able to fulfill the teaching experience requirement for the professional certificate. If the initial certificate has been expired for two or more years the applicant would need to meet the following requirements:

- ❑ Successfully complete 75 hours of acceptable professional development within one year of applying for the reissuance; and
- ❑ Pass the Content Specialty Test (CST) in the area of the certificate within one year of the application for a reissued initial certificate.

Please note that the initial certificate can only be reissued once and would not be eligible for an additional extension of time.

## **MASTER’S DEGREE REQUIREMENT FOR PROFESSIONAL CERTIFICATION**

The Master’s degree for a professional certificate is not defined as “functionally related” as allowed under the requirements for a permanent certificate. The professional certification requirement is satisfied, if an individual:

- successfully completes a graduate teacher education program leading to any certificate, whether in New York State or another jurisdiction;
- holds a master’s degree accepted previously to satisfy requirements for a NYS permanent or professional certificate;
- successfully completes a master's or higher degree program in the content core of the initial certificate or in a related content area; or
- successfully completes a master's or higher degree program in any field, provided that the individual has completed at least 12 semester hours of graduate study in the content core of the initial certificate or in a related content area.

For more information go to the Professional Certificate - Chart of Related Master's Degrees at: <http://www.highered.nysed.gov/tcert/certificate/relatedmasters.htm>

## **REVOCAATION**

Under Part 83 of the Regulations of the Commissioner, the Commissioner of Education may institute proceedings to remove a teacher’s certificate for cause under the good moral character requirement. A due process hearing is required. Certification may be revoked for conviction of a serious crime, or if the teacher has committed an act which raises a reasonable question as to the teacher’s moral character.

## **SUBSTITUTE TEACHERS**

Commissioner’s Regulations define a substitute teacher as “one who is employed in place of a regularly appointed teacher who is absent but is expected to return.” Persons serving on a long-term basis must have proper certification for the position. There are three categories of substitutes:

1. ***Substitutes with valid teaching certificates or certificates of qualifications.***  
Service may be rendered in any capacity for any number of days. If employed on more than an “itinerant basis” (employment for 40 days or less by a school district in a school year) such persons will be employed in an area for which they are certified.
2. ***Substitutes without a valid certificate, but who are completing collegiate study towards certification at the rate of not less than six semester hours per year.***  
Services may be rendered in any capacity for any number of days, in any number of school districts. If employed on more than an “itinerant basis,” such persons will be employed in an area for which they are seeking certification.
3. ***Substitutes without a valid certificate and who are not working toward certification.***  
Service may be rendered in New York State public schools for no more than 40 days per school year.

The chief school officer must submit an annual report to the State Education Department concerning the employment of all uncertified substitute teachers.

## **SUPPLEMENTARY TEACHING CERTIFICATE**

In response to persistent teacher shortages in certain subject areas, the Regulations of the Commissioner of Education were recently amended to establish the supplementary teaching certificate. This credential will allow a teacher certified in one classroom teaching area to provide instruction in a different certificate area where there is a demonstrated shortage of qualified teachers while meeting the requirements

necessary for a certificate in the new certificate title. The requirements for a supplementary certificate include:

- ❑ A demonstrated shortage of certified teachers in that subject area;
- ❑ A school district or BOCES makes a commitment to employ a teacher holding a supplementary certificate and provide appropriate support;
- ❑ The individual holds a valid provisional, initial, permanent or professional certificate in another area;
- ❑ The individual has completed a specific number of semester hours in the content core of the new certificate area;
- ❑ The individual has passed the Content Specialty Test in the new certificate area; and
- ❑ The individual is enrolled in collegiate study leading to the fulfillment of the new certificate requirements.

The supplementary certificate is valid for three years and is non-renewable.

### **SUPPLEMENTARY BILINGUAL EXTENSION**

The supplementary bilingual extension allows a teacher or pupil personnel service provider to begin providing bilingual instruction or service while completing a registered college bilingual extension program. The requirements for a supplementary bilingual extension include:

- ❑ A school district or BOCES makes a commitment to employ a teacher holding a supplementary certificate and provide appropriate support;
- ❑ The individual holds a valid NYS certificate in the classroom teaching service or pupil personnel services;
- ❑ The individual has completed 3 semester hours of coursework which must include theories of bilingual education and multicultural perspectives;
- ❑ The individual documents proficiency in the target language: college assessment; and
- ❑ The individual is enrolled in a registered collegiate bilingual extension program to complete at least 9 additional semester hours within a 3 year period.

The BEA is not required for the supplementary certificate but will be required before the full Bilingual Education Extension can be issued.

### **TRANSITIONAL CERTIFICATES**

Individuals may be issued transitional certificates, valid for three years, which would allow for their employment in public school settings. Those transitional certificates for teaching titles are as follows:

- ❑ **Transitional A**  
Available after February 2, 2004 for individuals who do not hold initial or professional certification in specific career and technical subjects;
- ❑ **Transitional B**  
Issued to individuals enrolled in an alternative certification program leading to an initial certificate;
- ❑ **Transitional C**  
Issued to individuals who hold a graduate academic or graduate professional degree and are enrolled in an intensive program leading to a professional certificate.

### **EXPERIENCE REQUIREMENT**

A candidate for a permanent certificate must complete two years of paid, full-time teaching. Classroom teaching experience includes experience earned in a public or approved nonpublic school in NYS or out-of-state. Claimed experience may be in any grade or subject. Experience that is not full time may be credited on a prorated basis. Teaching assistant experience is not applicable to this requirement, however, substitute teaching is acceptable.

A candidate for a professional certificate must complete three years of paid, full-time teaching.

Candidates for permanent and/or professional certification are required to self-report their classroom teaching experience to OTI via TEACH Online Services.

## MENTORING

In order to obtain a professional certificate, an individual employed in a public school district must receive mentoring in their first year of teaching. Individuals who have had at least two years of teaching prior to service in a public school under an initial certificate are exempt from this requirement.

The “Superintendent Verification of Mentored Experience” form may be used for all initial certificate holders employed in the district as they complete the district’s planned mentored experience or receive a waiver to this certification requirement. The certificate holder should submit his or her copy of this form either at the time of completion of the mentored experience or at the time of application for the Professional certificate to:

Certification Unit  
Office of Teaching Initiatives  
New York State Education Department  
5N Education Building  
Albany, New York 12234

## STUDENT TEACHING

A candidate for initial certification must have completed 40 school days in a college-supervised student teaching experience. Student teaching must be under the direct supervision of a certified teacher and in the subject area and grade level of the certificate being sought. Applicants may also meet this requirement by documenting at least 40 days of full-time teaching experience in the subject area and at the developmental (grade) level appropriate to the certificate.

## LITERACY PRACTICUM

In addition to student teaching, individuals seeking certification in Literacy shall satisfactorily complete a college-supervised practicum of 50 clock hours in teaching literacy to students, at developmental levels appropriate to the certificate sought. For candidates who apply for both certificate titles, literacy (birth-grade 6) and literacy (grades 5-12), the 50-clock hour practicum shall include 25 hours of teaching students (birth-grade 6) and 25 clock hours of teaching students (grades 5-12). One year of paid, satisfactory, full-time experience as a literacy teacher on the elementary and/or secondary level may be accepted in lieu of the college-supervised practicum in literacy when such experience is verified by the employing school district administrator.

## FINGERPRINTING

Applicants for certification must be fingerprinted. An individual who has been fingerprinted for certification or public school employment purposes need not be fingerprinted again for subsequent certification or employment. For detailed information on fingerprinting, access the NYS State Education Department Office of School Personnel Review and Accountability (OSPRA) Web site at: <http://www.highered.nysed.gov/tcert/ospra/index.html>.

## UNITED STATES PERMANENT RESIDENCE

New York State Education Law now permits individuals with US Citizenship and Immigration Services (USCIS) Permanent Residence status to qualify for a permanent or professional teacher certificate. To verify permanent residence status, submit one of the following with the application:

- A photocopy of your permanent resident card (also known as a "Green Card"); or
- A photocopy of your passport stamped with "Processed for 1-551 Temporary Evidence of Lawful Admission for Permanent Residence"; or
- A certified and sealed copy of a letter from the USCIS verifying permanent residence.

## ADVICE FOR LOCAL LEADERS

- ◆ **Each teacher is responsible for meeting the requirements of his/her certification!** A teacher must secure, maintain and provide evidence of certification and must pay particular attention to changes in certification requirements. It is impossible to correct some situations which have occurred due to the inattention of the teacher.

Individual members are urged to establish their password-protected TEACH online account with the NYSED's Office of Teaching Initiatives (OTI). See NYSUT Briefing Bulletin TEACH - *Certification Application Process for Teachers, Pupil Personnel Service Professionals and Teaching Assistants* for information on NYSED's TEACH Online Services.

- ◆ Individual members experiencing certification problems are urged to first contact their local union leadership for advice and direction, rather than attempting to deal directly with the State Education Department.
- ◆ Local leaders whose members are faced with questions regarding certification are urged to contact their NYSUT Labor Relations Specialist. In order to be of the greatest help, you should provide the name of the teacher (including maiden name, if any) and social security number, as well as a brief description of the problem or question.
- ◆ Local leaders are reminded that failure to maintain certification is grounds for dismissal. All teacher members should ensure that their certificate(s) are complete and on file in the school district office.
- ◆ Local leaders should encourage and remind their members to maintain a personal certification file. This file should include copies of certificate(s), test scores, transcripts, copies of any and all correspondence concerning certification, notes of any conversations with officials, etc. Such a personal file can minimize delay or concern which may arise at a future date regarding an individual teacher's certification status.
- ◆ Members should be advised, when mailing information to the State Education Department, to use certified mail, return receipt requested.
- ◆ Local leaders should alert their members to the fact that the State Education Department generally has a backlog of applications to process.
- ◆ Individual members who have not yet completed the requirements for permanent or professional certification should be strongly encouraged to maintain continuous progress toward meeting the requirements. Accurate records should be maintained regarding this process, as well as reasons for failure to maintain progress (e.g., leave of absence, loss of position, illness, etc.).
- ◆ New certification regulations require a mentor program for all first year public school teachers. Therefore, local leaders should seek to negotiate language regarding the mentor program. Please note that your district's Professional Development Plan must contain information detailing the mentoring program. See NYSUT Information Bulletin *District-Based Teacher Mentoring Programs*.

## APPENDICES

- I.** Permanent Certification Checklist by Title (through 2/1/2004)
- II.** NYS Teacher Certification Test Requirements by Certificate Title (through 2/1/2004)
- III.** NYS Teacher Certification Test Requirements by Certificate Title (as of 2/2/2004)
- IV.** NYSUT Briefing Bulletin *Teacher Certification Titles*
- V.** NYSUT Briefing Bulletin *Certificate Types for Teachers and Teaching Assistants*
- VI.** Requirements for Initial and Professional Certification in specific Career and Technical Subjects within the field of agriculture, business and marketing, family and consumer sciences, health, a technical area or a trade (grades 7-12)

# APPENDIX I

(From NYSED Office of Teaching Initiatives Provisional or Permanent Certificate Application Guide (OTAPP-Prov/Perm April 2004))

## WHAT YOU NEED TO APPLY FOR CERTIFICATION

What Title Are You Applying For?	Provisional	Permanent
<p><b>Lower and Upper Elementary Grades PreK-6</b>  <b>Early Childhood Annotation</b>            7-9 academic subject extensions</p> <p><b>Secondary Academic Subjects</b>            Biology, Chemistry, Earth Science, English, Languages Other Than English, Math, Physics, Social Studies</p> <p><b>English to Speakers of Other Languages (ESOL)</b></p>	No Longer Available	<p><b>You must submit:</b></p> <ul style="list-style-type: none"> <li>- Hold a valid provisional Certificate in the same certificate area as the permanent requested.</li> <li>- Completed application and fee</li> <li>- Master's degree transcripts **</li> <li>- School Violence Prevention Certificate**</li> <li>- Child Abuse Identification Certificate**</li> <li>- CST Exam in the area of the certificate*</li> <li>- ATS-P VIDEO (the AST-P need only be submitted once for those applying for multiple certificates)</li> <li>- Fingerprint Clearance **</li> </ul>
<p><b>Reading</b>  <b>Special Education</b>            Blind and Partially Sighted, Deaf, and Hearing Impaired, Special Education, Teacher of Speech and Hearing Handicapped</p> <p><b>Special Subjects</b>            Art, Business and Distributive Education, Dance, Health, Home Economics (Family and Consumer Science), Music, Physical Education, Recreation, Speech, Technology Education</p> <p><b>School Media</b>            School Media Specialist, School Media Specialist (Educational Communications), School Media Specialist (Library)</p>	No Longer Available	<p><b>You must submit:</b></p> <ul style="list-style-type: none"> <li>- Hold a valid Provisional Certificate in the same certificate area as the permanent requested.</li> <li>- Completed application and fee</li> <li>- Master's degree transcript**</li> <li>- Child Abuse Identification Certificate**</li> <li>- School Violence Prevention Certificate**</li> <li>- Fingerprint Clearance **</li> </ul>
<p><b>Career &amp; Technical Education Subjects (PreK-12)</b></p> <p>Agriculture, Business and Distributive Education, Health Occupations, Home Economics, Technical Subjects, Trade Subjects</p> <hr/> <p>- Baccalaureate Degree Route</p> <hr/> <p>- Associate Degree Route</p> <hr/> <p>- Non-Degree Route</p>	No Longer Available	<p><b>You must submit:</b></p> <ul style="list-style-type: none"> <li>- Hold a valid Provisional Certificate in the same certificate area as the permanent requested.</li> <li>- Completed application and fee</li> <li>- School Violence Prevention Certificate**</li> <li>- Child Abuse Identification Certificate**</li> <li>- LAST Exam Score*</li> <li>- ATSW Exam Score*</li> </ul> <hr/> <p>- Master's degree transcript</p> <hr/> <p>- Transcripts verifying 30 semester hours upper level college study</p> <hr/> <p>- Transcript s verifying 30 additional semester hours of college study</p>
<p><b>Pupil Personnel (School) Services</b></p> <p>School Attendance Teacher, School Counselor, School Dental Hygiene Teacher, School Nurse-Teacher, School Psychologist, School Social Worker</p>	<p><b>You must submit:</b></p> <ul style="list-style-type: none"> <li>- Completed application and fee</li> <li>- All college transcripts</li> <li>- School Violence Prevention Certificate</li> <li>- Child Abuse Identification Certificate</li> <li>- Fingerprint Packet</li> </ul>	<p><b>You must submit:</b></p> <ul style="list-style-type: none"> <li>- Completed application and fee</li> <li>- Master's degree transcript**</li> <li>- School Violence Prevention Certificate**</li> <li>- Child Abuse Identification Certificate**</li> <li>- For School Social Worker only, copy of current CSW registration</li> </ul>
<p><b>Bilingual Education (extension)</b></p> <p>Tip! The bilingual certificate can be issued only if you hold a valid certificate for one or more of the above titles.</p>	No Longer Available	<p><b>You must submit:</b></p> <ul style="list-style-type: none"> <li>- Completed application and fee</li> <li>- School Violence Prevention Certificate**</li> <li>- Child Abuse Identification Certificate**</li> </ul>

\* Score automatically submitted by testing company

\*\* Unless previously submitted for provisional certificate

## APPENDIX II

(from NYSTCE Registration Bulletin 2004-05)

### NYSTCE Requirements for Individuals Who Have Provisional Certificates Effective before February 2, 2004

(Commissioner's Regulation) TEACHING CERTIFICATE	Testing Requirements for a PROVISIONAL CERTIFICATE (These testing requirements must have been completed before February 2, 2004)	Testing Requirements for a PERMANENT CERTIFICATE (Requirements for a provisional certificate PLUS)
<b>(8 NYCRR 80.15)</b> PreK-6, Common Branch Subjects; Early Childhood Annotation (PreK-3)	Liberal Arts and Sciences Test (LAST) and Assessment of Teaching Skills-Written (ATS-W)	Content Specialty Test (CST) in Multi- subject and Assessment of Teaching Skills-Performance (ATS-P) (video)
Extension for Grades 7-9	LAST and ATS-W (and CST in academic subject in some cases)	Same as base certificate plus CST in academic subject
<b>(8 NYCRR 80.16)</b> <b>Academic Subjects for Grades 7-12,</b> e.g., English, Languages other than English, Mathematics, Science (Biology, Chemistry, Earth Science, Physics), Social Studies	LAST and ATS-W (and CST in academic subject in some cases)	CST in academic subject and ATS-P (video)
Extension for Grades 5-6	Same as base certificate	Same as base certificate
<b>(8 NYCRR 80.9)</b> Extension for Bilingual Education	Same as base certificate, plus Bilingual Education Assessment (BEA)	Same as base certificate, plus BEA
<b>(8 NYCRR 80.10)</b> English to Speakers of Other Languages (ESOL)	LAST and ATS-W and English Language Proficiency Assessment – Classroom Personnel (ELPA-C)	CST in ESOL and ATS-P (video)
<b>(8 NYCRR 80.5)</b> <b>Occupational Subjects</b> , e.g., Agricultural Subjects, Business/Distributive Education, Health Occupations, Trade Subjects, Technical Subjects, Family and Consumer Sciences	<b>Baccalaureate-based certificates:</b> LAST and ATS-W	<b>Associate-degree-based and non-degree- based certificates:</b> LAST and ATS-W
<b>(8 NYCRR 80.6)</b> <b>Special Education</b> , e.g., Special Education, Blind/Partially Sighted, Deaf/Hearing Impaired, Speech/Hearing Handicapped	LAST and ATS-W	N/A
<b>(8 NYCRR 80.7)</b> Reading	LAST and ATS-W	N/A
<b>(8 NYCRR 80.8)</b> School Media Specialist	LAST and ATS-W	N/A
<b>(8 NYCRR 80.17)</b> <b>Special Subjects</b> , e.g., Art, Business/Distributive Education, Dance, Health, Family and Consumer Sciences, Music, Physical Education, Recreation, Speech, Technology Education	LAST and ATS-W	N/A

**NOTE:** Effective September 2, 1999, only the tests/assessments within the NYSTCE program will be acceptable for meeting certification requirements in New York State for any teaching certificate title.

# APPENDIX III

(from NYSCTE Registration Bulletin 2004-05)

## NYSTCE Requirements Effective February 2, 2004

The State Board of Regents has passed amendments to the Regulations of the Commissioner of Education governing the preparation, assessment, and certification of classroom teachers. New certification requirements became effective February 2, 2004. Additional information is available at the NYSED's Office of Teaching Initiatives Web site: [www.highered.nysed.gov/tcert](http://www.highered.nysed.gov/tcert)

(Commissioner's Regulation) TEACHING CERTIFICATE	Testing Requirements for an INITIAL CERTIFICATE
<b>(8 NYCRR 80-3.3)</b> Early Childhood Education (birth-grade 2) Childhood Education (grades 1-6)	Liberal Arts and Sciences Test (LAST), Elementary Assessment of Teaching Skills – Written (ATS-W), and Multi-Subject Content Specialty Test (CST)
Generalist in Middle Childhood Education (grades 5-9)	Liberal Arts and Sciences Test (LAST) Secondary Assessment of Teaching Skills – Written (ATS-W), and Multi-Subject Content Specialty Test (CST)
<b>(8 NYCRR 80-3.3)</b> English Language Arts (grades 5-9, 7-12) Language other than English (specified) (grades 5-9, 7-12) Mathematics (grades 5-9, 7-12) Biology (grades 5-9, 7-12) Chemistry (grades 5-9, 7-12) Earth Science (grades 5-9, 7-12) Physics (grades 5-9, 7-12) Social Studies (grades 5-9, 7-12)	LAST, Secondary ATS-W, and CST in the certificate area
Dance (all grades) Health Education (all grades) Music (all grades) Physical Education (all grades) Theatre (all grades) Visual Arts (all grades) Students with Disabilities (birth-grade 2, 1-6, 5-9, 7-12)* Deaf and Hard of Hearing (all grades) Blind and Visually Impaired (all grades) English to Speakers of Other Languages (ESOL) (all grades) Literacy (birth-grade 6 †, grades 5-12 ‡) Library Media Specialist (all grades) Educational Technology Specialist (all grades) Agriculture (all grades) Family & Consumer Sciences (all grades) Business & Marketing (all grades) Technology Education (all grades)	LAST, Elementary or Secondary ATS-W, and CST in the certificate area
<b>(8 NYCRR 80-4.3)</b> Extension for Bilingual Education	Same as base certificate, plus Bilingual Education Assessment (BEA) in the target language
Extension to teach a subject in Middle Childhood Education (grades 5-6)	N/A
Extension to teach a subject in Middle Childhood Education (grades 7-9)	CST in the certificate area
Extension for Gifted Education	Same as base certificate, plus CST in Gifted Education
Extension for American Sign Language	Same as base certificate, plus CST in American Sign Language

(Commissioner's Regulation) TEACHING CERTIFICATE	Testing Requirements for an INITIAL CERTIFICATE	Testing Requirements for a PROFESSIONAL CERTIFICATE	Testing Requirements for a TRANSITIONAL "A" CERTIFICATE Available within the fields of Agriculture, Health and Trade Subjects only, 8 NYCRR 80-3.5
<b>(8 NYCRR 80-3.3)</b> <b>Associate-degree-based certificates:</b> Specific career and technical subjects within the fields of Agriculture, Business and Marketing, Family and Consumer Sciences, Health, Technical Subjects, and Trade Subjects (grades 7-12)	Secondary ATS-W and CST in the certificate area	LAST	CST in the certificate area
<b>Non-degree-based certificates:</b> Specific career and technical subjects within the fields of Agriculture, Health, and Trade Subjects (grades 7-12)	Secondary ATS-W and CST in the certificate area #	LAST	CST in the certificate area and Communication and Quantitative Skills Test (CQST)#
<b>(8 NYCRR 80-3.3)</b> <b>Speech and Language Disabilities</b>	LAST and Elementary or Secondary ATS-W	CST in Speech and Language Disabilities#	N/A

**Notes:**  
\* Individuals seeking a Students with Disabilities certificate for birth-grade 2, grades 1-6, or grades 5-9 (Generalist) must take the LAST, Elementary ATS-W, Students with Disabilities CST, and Multi-Subject CST. Individuals seeking a Students with Disabilities certificate for grades 5-9 (Specialist) or grades 7-12 must take the LAST, Secondary ATS-W, Students with Disabilities CST, and a CST in the certificate area.

† Individuals seeking a Literacy certificate for birth- grade 6 must take the LAST, Elementary ATS-W, and Literacy CST.

‡ Individuals seeking a Literacy Certificate for grades 5-12 must take the LAST, Secondary ATS-W and Literacy CST

# Information about these tests when available, will be on the NYSTCE Web site at [www.nystce.nesinc.com](http://www.nystce.nesinc.com)



# Briefing Bulletin

*Research and Educational Services*

## *Effective September 1, 2004* **Teacher Certification Titles**

Number 05-04  
(Updates & Replaces 02-05)

February 2005

**All candidates who apply for teacher certification on or after February 2, 2004 will be subject to new certification requirements as found in Part 80 of the Regulations of the Commissioner of Education. Those new certification requirements also reflect a number of new or revised certificate titles. This Briefing Bulletin contrasts the certificate titles available prior to February 2, 2004 with the new certificate titles effective on or after February 2, 2004.**

**It is important to note that teacher certification candidates who:**

- **have been issued a provisional certificate with an effective date that begins on or before February 1, 2004; and have not allowed their provisional certification to lapse; and will seek permanent certification in the same certificate title will not be affected by the new certification requirements or new certificate titles.**

**Teacher certification candidates who:**

- **apply for a new certificate title after February 2, 2004 will gain certification under the new requirements and titles.**

Local leaders should be aware of those certification title areas that are narrowed after February 2, 2004. There is the potential for significant impact on staffing and teacher assignments in the future for those teachers certified under the new titles.

**If you should have any questions about this Briefing Bulletin, please contact NYSUT's Research and Educational Services at 1-800-342-9810.**

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<u>CERTIFICATE TITLES PRIOR TO FEBRUARY 2, 2004</u>	<b><u>CERTIFICATE TITLES AS OF FEBRUARY 2, 2004</u></b>
<b>Early Childhood/Elementary</b>	
<ul style="list-style-type: none"> <li>• Pre-Kindergarten, Kindergarten, and Grades 1-6 <ul style="list-style-type: none"> <li>- Early Childhood Annotation</li> </ul> </li> <li>• Bilingual Education Extension – Elementary</li> <li>• Extension to Teach a Language Other Than English in the Elementary Grades (PreK-6)</li> </ul>	<ul style="list-style-type: none"> <li>• Early Childhood Education (Birth-Grade 2)</li> <li>• Childhood Education (Grades 1-6)</li> <li>• Literacy (Birth-Grade 6)</li> <li>• Students with Disabilities (Birth-Grade 2)</li> <li>• Students with Disabilities (Grades 1-6)</li> <li>• Extension to Teach a Language Other Than English in the Elementary grades (Birth-Grade 2) (Grades 1-6)</li> </ul>
<b>Middle</b>	
<ul style="list-style-type: none"> <li>• Extension for Instruction in Academic Subjects in Early Secondary Grades <ul style="list-style-type: none"> <li>- English Language Arts (Grades 7-9) or (Grades 5-6)</li> <li>- Mathematics (Grades 7-9) or (Grades 5-6)</li> <li>- Social Studies (Grades 7-9) or (Grades 5-6)</li> <li>- Biology (Grades 7-9) or (Grades 5-6)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Generalist in Middle Childhood Education (Grades 5-9)</li> <li>• English Language Arts (Grades 5-9)</li> <li>• Language other than English (specified) (Grades 5-9)</li> <li>• Mathematics (Grades 5-9)</li> <li>• Biology (Grades 5-9)</li> <li>• Chemistry (Grades 5-9)</li> </ul>
<ul style="list-style-type: none"> <li>- Chemistry (Grades 7-9) or (Grades 5-6)</li> <li>- Earth Science (Grades 7-9) or (Grades 5-6)</li> <li>- Physics (Grades 7-9) or (Grades 5-6)</li> <li>- General Science (Grades 7-9) or (Grades 5-6)</li> <li>- Languages Other Than English (Grades 7-9) or (Grades 5-6)</li> </ul>	<ul style="list-style-type: none"> <li>• Earth Science (Grades 5-9)</li> <li>• Physics (Grades 5-9)</li> <li>• Social Studies (Grades 5-9)</li> <li>• Students with Disabilities (Grades 5-9)</li> <li>• Extension for Instruction in Academic Subjects in Early Secondary Grades <ul style="list-style-type: none"> <li>- English Language Arts (Grades 7-9) or (Grades 5-6)</li> <li>- Mathematics (Grades 7-9) or (Grades 5-6)</li> <li>- Social Studies (Grades 7-9) or (Grades 5-6)</li> <li>- Biology (Grades 7-9) or (Grades 5-6)</li> <li>- Chemistry (Grades 7-9) or (Grades 5-6)</li> <li>- Earth Science (Grades 7-9) or (Grades 5-6)</li> <li>- Physics (Grades 7-9) or (Grades 5-6)</li> <li>- General Science (Grades 5-9)</li> <li>- Languages Other Than English (Grades 7-9) or (Grades 5-6)</li> </ul> </li> </ul>
<b>Secondary</b>	
<ul style="list-style-type: none"> <li>• Language Other Than English (Grades 7-12)</li> <li>• Mathematics (Grades 7-12)</li> <li>• Biology (Grades 7-12)</li> <li>• Social Studies (Grades 7-12)</li> <li>• Chemistry (Grades 7-12)</li> <li>• Earth Science (Grades 7-12)</li> <li>• English (Grades 7-12)</li> <li>• Physics (Grades 7-12)</li> <li>• Bilingual Education Extension - Non-Elementary</li> </ul>	<ul style="list-style-type: none"> <li>• English Language Arts (Grades 7-12)</li> <li>• Language other than English (specified) (Grades 7-12)</li> <li>• Mathematics (Grades 7-12)</li> <li>• Biology (Grades 7-12)</li> <li>• Chemistry (Grades 7-12)</li> <li>• Earth Science (Grades 7-12)</li> <li>• Physics (Grades 7-12)</li> <li>• Social Studies (Grades 7-12)</li> <li>• Students with Disabilities (Grades 7-12)</li> <li>• Specific family and consumer science titles (specified) (Grades 7-12)</li> <li>• Specific technical subject titles (specified) (Grades 7-12)</li> <li>• Specific trade subject titles (specified) (Grades 7-12)</li> <li>• Specific health occupations subject titles (specified) (Grades 7-12)</li> <li>• Specific business and marketing subject titles (specified) (Grades 7-12)</li> <li>• Specific agricultural subject titles (specified) (Grades 7-12)</li> <li>• Literacy (Grades 5-12)</li> <li>• General Science Extension (Grades 7-12)</li> </ul>

**All Grades**

<ul style="list-style-type: none"> <li>• Blind and Partially Sighted (Teacher of)</li> <li>• Special Education</li> <li>• Speech and Hearing Handicapped (Teacher of)</li> <li>• Deaf and Hearing Impaired (Teacher of)</li> <li>• English to Speakers of Other Languages (PreK-12) (Teacher of)</li> <li>• Reading</li> <li>• Recreation</li> <li>• Physical Education</li> <li>• Music</li> <li>• Speech</li> <li>• Dance</li> <li>• Art</li> <li>• Business and Distributive Education</li> <li>• Health</li> <li>• Home Economics</li> <li>• Technology Education</li> <li>• Agriculture – Occupational</li> <li>• Business and Distributive Education – Occupational</li> <li>• Health Occupations</li> <li>• Home Economics – Occupational</li> <li>• Technical Subjects</li> <li>• Trade Subjects</li> <li>• School Media Specialist</li> <li>• School Media Specialist (Educational Communications)</li> <li>• School Media Specialist (Library)</li> </ul>	<ul style="list-style-type: none"> <li>• Deaf and Hard of Hearing</li> <li>• Blind and Visually Impaired</li> <li>• Speech and Language Disabilities</li> <li>• Dance</li> <li>• Health Education</li> <li>• Music</li> <li>• Physical Education</li> <li>• Theatre</li> <li>• Visual Arts</li> <li>• English to Speakers of other Languages</li> <li>• Agriculture</li> <li>• Family and Consumer Sciences</li> <li>• Business and Marketing</li> <li>• Technology Education</li> <li>• Library Media Specialist</li> <li>• Educational Technology Specialist</li> <li>• Bilingual Education Extension</li> <li>• Bilingual Education Extension – Library Media/Education Technology Specialist</li> <li>• Gifted Education Extension</li> <li>• American Sign Language as the Medium of Instruction Extension</li> <li>• Severe or Multiple Disabilities Annotation</li> </ul>
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# Briefing Bulletin

*Research and Educational Service*

**Number: 09-13**  
**Updates and Replaces 08-12**

**July 2009**

## Certification Types for Teachers and Teaching Assistants

April 2006 marked the latest changes in New York State certification for teachers and teaching assistants, and it is no longer as simple as having provisional or permanent certification. Currently, there are no less than thirteen different types of certificates for teachers and five different types of certificates for teaching assistants. The following charts detail those certificates. It is important for members to know about their credential and the need to protect their career and livelihood by maintaining appropriate certification. Local leaders should be aware of the variety of certificate types and the purpose and validity of each certificate.

If you should have any questions about certification or these certificate types, please contact NYSUT Research and Educational Services.

### *Certificate Types for Teaching Titles*

<b>CERTIFICATE</b>	<b>PURPOSE</b>	<b>NOTES</b>
Provisional	Entry credential since 9/2/98	<ul style="list-style-type: none"> <li>• Available until 2/1/04</li> <li>• Valid for five years</li> <li>• May obtain time extension of up to two years</li> <li>• May obtain a third time extension in cases of extreme hardship</li> </ul>
Initial	Replaces provisional certification	<ul style="list-style-type: none"> <li>• Available beginning 2/2/04</li> </ul>
Conditional Initial	Credential for individuals with a comparable certificate from another state	<ul style="list-style-type: none"> <li>• Valid for 2 years</li> <li>• Leads to initial certification</li> </ul>
Permanent	Final credential in a title	<ul style="list-style-type: none"> <li>• Available to valid provisional certificate holders</li> <li>• Valid continuously</li> </ul>
Professional	Replaces permanent certification	<ul style="list-style-type: none"> <li>• Available beginning 2/2/04</li> <li>• Valid continuously with fulfillment of professional development requirement</li> </ul>
Renewed Provisional	Reactivates an expired provisional certificate	<ul style="list-style-type: none"> <li>• Available until 2/1/04</li> <li>• Valid for five years</li> </ul>
Transitional A	Credential for individuals in specific career and technical subjects enrolled in an alternative certification program	<ul style="list-style-type: none"> <li>• Valid for three years</li> <li>• Leads to initial certification</li> </ul>
Transitional B	Credential for individuals enrolled in an alternative certification program	<ul style="list-style-type: none"> <li>• Valid for three years</li> <li>• Leads to initial certification</li> </ul>

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Transitional C	Credential for career changers and others holding a graduate academic or graduate professional degree enrolled in an alternative certification program	<ul style="list-style-type: none"> <li>Valid for three years</li> <li>Leads to professional certification</li> </ul>
Internship	Issued to student in graduate teacher education program for employment in specified district through an internship	<ul style="list-style-type: none"> <li>Valid up to two years</li> <li>Not renewable</li> <li>Service area specific</li> </ul>
Statement of Continuing Eligibility (SOCE)	Allows individuals to continue teaching theater, gifted education and American Sign Language if they taught in these areas before September 1, 2006.	<ul style="list-style-type: none"> <li>Valid for life</li> <li>Transferable from one NYS School district to another</li> </ul>
Permit for Service in Areas where No Certificate Exists	For districts to employ an individual in a position for which no certificate currently exists (e.g.: NJROTC instructor, Native American studies, etc.)	<ul style="list-style-type: none"> <li>Valid for two years</li> <li>May be extended for five year intervals</li> <li>Issued only for service in district which requested this permit</li> </ul>
Supplementary Certificate	Allows already certified teachers to teach in a different subject area where a need exists	<ul style="list-style-type: none"> <li>Valid for three years</li> <li>Leads to an initial certificate</li> </ul>
Supplementary Bilingual Education Extension	Allows already certified personnel to provide bilingual instruction or service while completing a registered bilingual extension program	<ul style="list-style-type: none"> <li>Valid for 3 years</li> <li>Not renewable</li> <li>Leads to Bilingual Extension</li> </ul>
Visiting Lecturer	For districts to employ an individual with unusual qualifications in a specific subject	<ul style="list-style-type: none"> <li>Valid for one year</li> <li>Typically issued to teachers from other countries</li> </ul>

### *Certificate Types for Teaching Assistants*

<b>CERTIFICATE</b>	<b>PURPOSE</b>	<b>NOTES</b>
Continuing Certificate	Final credential	<ul style="list-style-type: none"> <li>Continuously valid unless you have not been employed as a TA for five consecutive years</li> </ul>
Level I	Entry credential for TA	<ul style="list-style-type: none"> <li>Available beginning 2/2/05</li> <li>Valid for three years</li> <li>Can renew once if need additional time to meet experience requirement for Level II or Level III</li> </ul>
Level II	Progressive credential after Level I	<ul style="list-style-type: none"> <li>Available beginning 2/2/05</li> <li>Valid for three years – not renewable</li> </ul>
Level III	Progressive credential after Level I or Level II	<ul style="list-style-type: none"> <li>Available beginning 2/2/05</li> <li>Continuously valid with fulfillment of professional development requirement</li> </ul>
Pre-professional	Progressive credential after Level I or Level II	<ul style="list-style-type: none"> <li>Available beginning 2/2/04</li> <li>Valid for five years</li> <li>May be renewed once</li> <li>Progressive credential toward initial certification in teaching title</li> </ul>

**Satisfaction of the Requirements for an Initial Certificate in Specific Career and Technical Subjects within the field of agriculture, business and marketing, family and consumer sciences, health, a technical area or a trade (grades 7-12):**

**Option A**

**Education Requirement**

- + Associate (or higher) degree (minimum 2.5 gpa)
- + 30 sem. hrs. of subject area content in the subject of the certificate title (6 sem. hrs. can be in a related subject)
- + 9 sem. hrs. of pedagogy in:
  - Human development and learning (including diverse student populations)
  - Teaching student with disabilities in gen. ed. classroom
  - Curriculum, instruction and assessment (including Instructional technology)(candidate must achieve at least a C in all undergraduate level courses and a B- in all graduate level courses submitted to meet content and pedagogy requirements)
- + child abuse identification training
- + school violence prevention training

Total Sem. Hrs. (content + pedagogy) = 39

**Work Experience Requirement**

- + 2 yrs. In the subject area of the certificate sought

**Teaching Experience Requirement**

- + 40 days college supervised teaching or as an employed teacher within the range of grades and related subject area of the certificate sought

**Examination Requirement**

- + Pass the NYS Teacher Certification Examination
  - Written assessment of teaching skills
  - Content specialty test
- + Fingerprint Clearance

**Satisfaction of the Requirements for an Initial Certificate in Specific Career and Technical Subjects within the field of agriculture, health or a trade**

**(grades 7-12):**

**Option B** – (Note – not available in specific family and consumer sciences, business and marketing and technical subject titles)

**Education Requirement**

+ H.S. diploma (or equivalent)

+ 12 sem. hrs. in:

- Human development and learning
- Teaching students with disabilities in the gen. ed. classroom
- Curriculum, instruction and assessment (including instructional technology)
- English language arts or communication skills (candidate must achieve at least a C in all undergraduate level courses and at least a B- in all graduate level courses submitted to meet content and pedagogy requirements)

+ child abuse identification training

+ school violence prevention training

Total sem. Hrs. (content + pedagogy) = 12

**Work Experience Requirement**

+ 4 yrs. in the subject area of the certificate sought

**Teaching Experience Requirement**

+ 40 days college supervised teaching or as an employed teacher within the range of grades and related subject area of the certificate sought

**Examination Requirement**

+ Pass the NYS Teacher Certification Examination

- Communication and quantitative skills test
- Written assessment of teaching skills test
- Content specialty test

+ Fingerprint Clearance

**Satisfaction of the Requirements for a Professional Certificate in Specific Career and Technical Subjects within the field of agriculture, business and marketing, family and consumer sciences, health, a technical area or a trade (grades 7-12):**

**Option A**

Education Requirement

- + completion of the requirements for Initial Cert (Option A)
- + associate (or higher) degree (minimum 2.5 gpa)
- + 30 additional sem. hrs. in:
  - Liberal arts and sciences
  - Career and technical education
  - Teaching literacy skills (3 sem. Hrs.)
  - Foundations of education

(candidate must achieve at least a C in all undergraduate level courses and at least a B- in all graduate level courses submitted to meet content and pedagogy requirements)

Total sem. hrs. (content + pedagogy) = 30

**Satisfaction of the Requirements for a Professional Certificate in Specific Career and Technical Subjects within the field of agriculture, health or a trade**

**(grades 7-12):**

**Option B** – (Note – not available in specific family and consumer sciences, business and marketing and technical subject titles)

**Education Requirement**

+ completion of requirements for Initial Certification (Option B)

+ 30 additional sem. hrs. in:

- Liberal arts and sciences
- Career and technical education
- Teaching literacy skills
- Foundations of education

(candidate must achieve at least a C in all undergraduate level courses and at least a B- in all graduate level courses submitted to meet content and pedagogy requirements)

Total sem. hrs. (content + pedagogy) = 30

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