

Experience Requirements for Certification

Certain certificates require specific experience. This webpage describes the experience requirements.

Disclaimer: This webpage intends to serve as a guide to assist in the certification process according to the Regulations of the New York State Commissioner of Education and is not intended to provide a final, definitive interpretation of those regulations, nor a final evaluation of credentials and experience in individual cases. As such, the Department reserves the right to review and revise this webpage without prior notice.

All experience must be verified by your employer using one of the [following forms](#):
[Verification of Paid Experience for Teaching Assistant Level II or III Certificates](#);
[Verification of Paid Experience for Permanent Pupil Personnel Service \(PPS\) and Professional Classroom Teaching Certificates](#) ; [Verification of Experience for Permanent/Professional School Administrator Supervisor/School Building Leader Certificate](#).

Experience Requirements - Classroom Teaching

This page details acceptable and unacceptable experience for Professional classroom teaching certificates.

For the Professional Certificate:

- [Three years of full-time experience or the equivalent](#) in the title of the certificate, as defined below.

Acceptable Settings for Classroom Teaching Experience

In addition to New York State public or non-public schools, the following are examples of acceptable settings where employment as a Head Teacher or a primary classroom teacher would be acceptable:

- Licensed day care center
- Registered, non-public nursery schools or kindergartens
- Universal Pre-K (UPK)
- Hospital or correctional facility with a K-12 educational program
- [Homebound teaching](#)
- Charter school
- Public or private schools not in New York State, even if not in the USA. (The school must be recognized by the public school district or other governmental entity in which it is located).
- Peace Corps service as long as the teacher submits an abstract of services provided by the Peace Corps

Additional Resources

For a list of public and non-public schools in New York State go to

<http://www.p12.nysed.gov/irs/schoolDirectory>

For a directory of registered nonpublic nursery schools/kindergartens in New York State go to

<http://www.p12.nysed.gov/nurserieschool/information/nurserydirectory.html>

To see if a day care center in New York State is licensed go to

http://www.ocfs.state.ny.us/ccfs_facilitysearch

Note:

Teaching experience MUST be in the area/level of the certificate held in order to be valid and acceptable.

If your total experience is from more than one school, not consecutive days, or part-time, you will need to submit a letter from your human resources director or school administrator verifying the total number of days taught each school year. The letter must distinguish between full time and part time days and verify the grade level and subject taught.

Acceptable Classroom Teaching Experience includes:

Within New York State Public Birth –Grade 12 Schools...

- Paid experience as a teacher in the public schools of NYS, while holding the appropriate certification.
- Paid experience, in the title of the certificate sought, as a teacher in recognized private schools.
- Paid Substitute Teaching experience, both day-to-day (per diem) and long term is acceptable if it meets the general requirements listed above and is in accordance with regulation. **Make sure to keep track of the days that you teach each subject.**
- Paid Itinerant Teaching experience, Students with Disabilities or Special Education Itinerant Teachers (SEIT), or Speech and Language Disabilities teachers, who are required to hold the respective certificates.

- Paid experience gained while holding a valid Transitional B/C/D or Internship certificate is acceptable as long as the certificate holder remains in the program.
- Alternative education teaching to the NYS Learning Standards, to students who remain on the day school record.
- Teaching college courses (Advanced Placement) in high school as a NYS certified teacher employed by the high school and certified in the appropriate area.
- Experience gained while holding a valid Transitional A, B, C or G certificate, or Internship Certificate.
- Instructional Support Service/Teacher on special assignment
- Adult education teaching while holding an adult education certificate or NYS classroom teaching certificate if the position is Employment Preparation Education funded such as English to Speakers of Other Languages, General Education Diploma, and Adult Basic Education.
- A certificate holder who is employed by an organization/district as a tutor during the regular school day working with students in a home, hospital or school setting, teaching content as required by NYS Learning Standards where a certificate is required by the New York State Commissioner's Regulations. The tutor must be the teacher of record.
- Teaching at the Department of Corrections, Division for Youth, or Office of Mental Retardation/Developmental Disabilities with a State approved educational program, while holding the appropriate certificate.
- Other state/country teaching experience if it meets the acceptable criteria listed above.

If you hold more than one certificate...

- If you have more than one certificate (e.g. Mathematics, Biology, English) you may teach one of the subjects in accordance with NYS Commissioner's Regulations to satisfy the experience requirement for all three.

Unacceptable Classroom Teaching Experience includes:

- Teaching assistant experience

- Teaching a subject different than the certificate title
- Tutoring in an after school program
- Private tutoring
- [Home schooling](#)
- Teaching at the college level, or teaching college students high school level courses
- Teaching high school students at the college level as an individual employed by the college
- Student teaching experience
- Volunteer teaching experience
- Coaching
- Employment by museums, nature centers, zoos, camps, etc. as personnel (guides, instructors, counselors, scientists)