

THE STATE EDUCATION DEPARTMENT
Office of Teaching *Initiatives*
CERTIFICATE APPLICATION GUIDE

Via Institutional Recommendation (Classroom Teachers, School Services, Administrative & Supervisory)



New York State
Education Department
Office of Teaching
Initiatives

This application is to be used only by those individuals who are being institutionally recommended for a New York State certificate by a New York State college or university as a result of completing the recommending institution's registered teacher education program as provided for in Part 80 of Commissioner's Regulations (please visit our web site at www.highered.nysed.gov/tcert to view regulations). This form is for certificates in classroom teaching, pupil personnel (school) service, administration, and supervision. It may be used to recommend for the provisional, permanent and transitional forms of certification. **Please note that the application is to be sent in by the recommending institution.**

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* New requirements for classroom teaching certificates become effective February 2, 2004. Visit our web site at www.highered.nysed.gov/tcert/certificate/nyscertreg.htm.

Administrative/supervisory and pupil personnel (school) service titles will not be affected by the requirements that go into effect for classroom teachers.

Applicants who apply for a permanent certificate on or after February 2, 2004 will continue to be evaluated under pre-February 2, 2004 regulations if they hold a valid provisional certificate in the same title prior to February 2, 2004.

All other applications received on or after February 2, 2004 will be processed under the new requirements for a transitional, initial or professional form of certificate. A new application and guide will be available by 2004 to address the new classroom teacher requirements.

GENERAL INFORMATION: Applying for NYS Certification via College Recommendation

You Should Know That:

- You should only use this application if you are being recommended by your New York State college or university for a New York State teacher certificate as the result of completing the college or university's New York State registered teacher education program.
- If you wish to apply for a certificate form and title other than the one you will be recommended for, you need to use an Application for Certificate via Transcript Evaluation (OTAPP-1). This form is available on our web site at www.highered.nysed.gov/tcert. It may also be obtained by:
 - Calling the Office of Teaching Initiatives at (518) 474-3901, or
 - Faxing request at (518) 474-6950
- **Return all materials to your institution. They will enter their recommendation and submit your application and money order to us for processing.**

About the Application Fee, Form and Process:

- The processing fee is \$50 for each certificate title requested. See the instructions on page 5 of this guide for more information.
- Use Section 10 on page 1 of the Application for Certificate via Institutional Recommendation form to determine the total fee amount.
- Make your United States Postal* money order payable to: **New York State Education Department (NYSED)**. Clearly print your full name on the money order.
- The processing fee is **non-refundable**.
- *To help speed the processing of your application, please:*
 - Use the Application Checklist on page 11 to make sure the application is complete.
 - Complete all sections of the form except those that are shaded (your institution will complete all shaded areas); do not submit a resume as a substitute for any section of the form.
- **The college must send** the completed application, processing fee, and all needed documentation to:

New York State
Education Department
Office of Teaching Initiatives
PO BOX 22065
Albany, NY 12201

For Questions:

- **Information on our web site:** www.highered.nysed.gov/tcert may assist you in completing the application and understanding the requirements for a certificate. Questions may be submitted through the "Contact Us" option on the web site.
- **Written correspondence may be sent to:**

New York State
Education Department
Office of Teaching Initiatives
Room 5N, 89 Washington Avenue
Albany, NY 12234
- **Telephone: (518) 474 - 3901** Staff is available to answer questions: 9:00-11:30a.m. & 1:30-4:30p.m. Eastern Time on: Monday, Tuesday, Thursday, & Friday
For automated information, call anytime.
TTY relay operator for the deaf:
(800) 421-1220 (within NYS)
(800) 855-2880 (nationwide)
- **Fax questions to us at:**
(518) 474-6950

* Please Note:

We recommend you use **U.S. Postal Money Orders**. Some other Money Orders may be discounted after a certain period of time.
Discounted money orders may result in additional fees assessed and significant delay in processing your application.

APPLICANTS: WHAT YOU NEED WHEN APPLYING FOR CERTIFICATION VIA INSTITUTIONAL RECOMMENDATION

1. Completed application and required fee(s).
2. Transcripts of all college study not previously submitted to the Office of Teaching Initiatives or submitted more than 3 years ago. Student Copy transcripts are acceptable.
3. Scores for required examinations:

- a. A provisional certificate requires passing scores for the LAST and ATS-W;
- b. A permanent certificate requires fulfillment of the provisional testing requirement (passing scores for the LAST, ATS-W), as well as passing scores on the CST and ATS-P for the following certificate titles: Pre K-6, secondary academic subjects 7-9, secondary academic subjects 7-12, and English to Speakers of Other Languages titles.
- c. A transitional certificate requires passing scores for the LAST and CST;
- d. A bilingual education extension requires passing scores for the TLPA and the ELPA;
- e. A teacher of English to Speakers of Other Languages certificate requires the passing scores for the ELPA in addition to passing scores for the LAST and ATS-W for provisional and the ELPA, LAST, ATS-W, CST and ATS-P for permanent.

*See NEW YORK STATE TEACHER CERTIFICATION EXAMINATIONS on page 7 of this guide for further information.

4. Examinations are not required for Pupil Personnel (School) Service and Administrative and Supervisory certificate titles.
5. Examinations are not required for the provisional career and technical education certificate titles unless the title can only be issued based upon the completion of a bachelor's degree (Business and Distributive Education and Agriculture) or you are being recommended based on the bachelor degree route for receiving a career and technical education certificate title.
6. Items 7-10, Recommending Institution's Statement must be completed by the responsible teacher education official of the recommending institution of higher education. See page 5 for further instructions.

**APPLICANTS: ADDITIONAL INSTRUCTIONS FOR
SUBMISSION OF NON-U.S. (outside the United States) CREDENTIALS**

- **Provide your institution with original credentials of formal schooling with notarized translations (U.S. notary public) including, where applicable:**
 1. Certificates of graduation from secondary school. (Notarized copies are acceptable.)
 2. Student books, leaving certificates, transcripts or other official documents showing exact dates of attendance, subjects pursued and grades received in higher and professional study. Original documents will be returned to the applicant via certified mail.
 3. Diploma(s) and/or degree(s), teaching certificate(s) or license(s) currently held. (You may send photocopies if they have original notary public signatures.)
 4. Original student transcripts for any study completed in the United States or Canada. We do not accept notarized or verified copies of transcripts from the United States or Canada.

Documents accepted for evaluation from countries other than the United States and Canada:

- Original credentials in the language of instruction and notarized translations (U.S. notary public).
- Photocopies of transcripts that have been verified as true copies by a local Board of Cooperative Educational Services or the New York City Department of Education and notarized translations (U.S. notary public).
- Photocopies of transcripts with translations that have an original notary public signature and seal.

**INSTRUCTIONS FOR COMPLETING APPLICATION FOR CERTIFICATE
VIA INSTITUTIONAL RECOMMENDATION FORM**

Section 1. Social Security Number

Enter your social security number. Leave blank if you do not have a United States social security number.

Section 2. Birth Date

Enter the date using two-digit month and day, and two-digit year.

Example: January 5, 1979 **01 / 05 / 79**
Mo Day Year

Section 3. Print Name

Print your name exactly as it is to appear on your certificate. **TIP! Print clearly**

Maiden/other name is used for identification and is not printed on certificate unless requested in writing at time of application.

Section 4. Mailing Address

This is where your certificate and any correspondence will be sent.

TIP! If you move, contact the Office of Teaching Initiatives with your address change so that your certificate will be sent to the correct address.

Section 5. Citizenship

United States citizenship is not required for certification. However, for permanent certification you must be a lawfully admitted permanent resident of the United States. If you are not a U.S. citizen but have permanent residence status and are applying for permanent certification, please attach one of the following forms of proof of lawful residency:

- A photocopy of your permanent residency card ("Green Card"), or
- A photocopy of your passport stamped with "Processed for I-551 Temporary Evidence of Lawful Admission for Permanent Residence," or
- A certified and sealed copy of a letter from the Bureau of Citizenship and Immigration Services (formerly the INS) verifying permanent residency

Section 6. Telephone/E-mail

This information is helpful if we need to contact you about your application. This may allow your application to be processed faster, but is not required.

TIP! If the e-mail address is provided, enter the one that you check most often.

Section 7. Institution Code, Degree Granted, Degree Date

The recommending institution completes this section:

- **Institution Code:** Enter the institution's six-digit New York State institution code (no codes should begin with zero).
- **Degree Granted:** Check box to indicate which degree the applicant has been awarded.
- **Degree Date:** Enter two-digit month and two-digit year of the date the degree was awarded.

Section 8. Print Name of College/University

The recommending institution completes this section: Print name of recommending college or university.

Section 9. Recommending Institution's Statement

The responsible teacher education official of the recommending institution completes this section: See **Criteria For Recommendation** on page 4 of the application for important information you should know when recommending an individual for certification.

- **Print** the official's name.
- The official must sign the application recommending the applicant for certification.

Section 10. Certificate Requested and Fees

The recommending institution completes this section:

- Clearly enter the **4-digit certificate title code and print the certificate title** (see pages 6-7);
- Indicate provisional, permanent, or transitional by checking the appropriate box;
- Enter the institution's 5-digit program code (you may refer to the Inventory of Registered Programs list of Institutional Program Codes available on the Office of Higher Education's web site at www.nysed.gov/heds/IRPSL1.html)
 - Enter "\$50" in the fee amount column. The fee is \$50 for each certificate you are recommending. **Enter the total fee submitted amount in the space provided.**
 - Please note that if you are recommending for a Pre K-6 certificate with an early childhood annotation or with an extension to teach an academic subject in grades 7-9 the fee is \$50 total.
 - Likewise, if you are recommending for a secondary academic subject certificate grades 7-12 with an extension to teach that subject in grades 5-6 the fee is \$50 total.

The Institution should verify that the postal money order reflects the total fee amount. **The applicant's name should be clearly printed on the postal money order.**

Section 11. Certification Regarding Child Support

All applicants must complete this section whether or not they have children.

Section 12. Moral Character Determination

All applicants please check "Yes" or "No" for each of the questions in this section.

Section 13. Education

- Enter the high school you graduated from or your high school equivalency diploma number.
- Enter all institutions of higher education that you attended and graduated from. If you have not previously filed transcripts from these institutions with the Office of Teaching Initiatives or filed them more than 3 years ago, please forward the required transcripts with this application.
- If you attended an institution of higher education outside the United States or Canada you will need to file original credentials of this schooling with notarized translations as directed on page 3 of this guide.

TIP! Acceptable transcripts are: Official transcripts or Original Student Transcripts

Unacceptable transcripts are: Web Print out, Grade Report, or Photocopy

Section 14. List any certificates, licenses, or registrations

List and provide a photocopy of each certificate. This is required if you are being recommended for a career and technical title that requires a state or federal license/registration (i.e., New York State registration as a practical nurse or cosmetologist or a Federal Aviation Administration Power Plant Mechanic license).

Section 15. Paid Professional Experience

List any full-time or part-time classroom teaching, pupil personnel (school) service or administrative/supervisory service in a public or non-public school (grades Pre-K-12).

Section 16. Affidavit with Acknowledgement (Notarization required)

The applicant must sign the affidavit in the presence of a Notary Public.

Section 17. Statewide Clearinghouse for Teacher Recruitment

This section is optional.

Section 18. Ethnic and Gender Questionnaire

This section is optional.

CERTIFICATES FOR PUBLIC SCHOOL TEACHING SERVICE:

A. Certificates for Teaching Common Branch Subjects in the Lower and Upper Elementary Grades:

Title: 3011 Pre K-6

B. Extensions of Pre K-6 certificate for Instruction in Academic Subjects in Early Secondary Grades 7-9:

Titles: 5022 Biology 7-9 extension
5042 Chemistry 7-9 extension
5082 Earth Science 7-9 extension
4060 English 7-9 extension
4084 Mathematics 7-9 extension
5062 Physics 7-9 extension
4086 Social Studies 7-9 extension

4081 Chinese 7-9 extension
4080 French 7-9 extension
4068 German 7-9 extension
4076 Greek 7-9 extension
4072 Hebrew 7-9 extension
4070 Russian 7-9 extension
4064 Spanish 7-9 extension
4074 Italian 7-9 extension
4066 Latin 7-9 extension
4078 Other Foreign Language (specify language)

C. Annotation of Pre K-6 certificate:

Title: 3012 Early childhood annotation
(Denotes certificate holder's special preparation in early childhood education.)

D. Secondary Academic Subjects in Grades 7-12:

Titles: 5010 Biology 7-12
5020 Biology and General Science 7-12
5030 Chemistry 7-12
5040 Chemistry and General Science 7-12
5070 Earth Science 7-12
5080 Earth Science and General Science 7-12
5100 English 7-12
5130 Mathematics 7-12
5050 Physics 7-12
5060 Physics and General Science 7-12
5110 Social Studies 7-12
5226 American Sign Language 7-12
5230 Chinese 7-12
5140 French 7-12
5170 German 7-12
5210 Greek 7-12
5190 Hebrew 7-12
5180 Russian 7-12
5150 Spanish 7-12
5200 Italian 7-12
5160 Latin 7-12
5459 Other Foreign Language 7-12 (specify language)

E. Grades 5-6 Extensions to Secondary Academic Subject certificates:

Titles: 5011 Biology 5-6 Extension
5021 Biology and General Science 5-6 extension
5031 Chemistry 5-6 extension
5041 Chemistry and General Science 5-6 extension
5071 Earth Science 5-6 extension
5081 Earth Science and General Science 5-6 extension
5101 English 5-6 extension
5131 Mathematics 5-6 extension
5051 Physics 5-6 extension
5061 Physics and General Science 5-6 extension
5111 Social Studies 5-6 extension

5358 American Sign Language 5-6 extension
5331 Chinese 5-6 extension
5349 French 5-6 extension
5171 German 5-6 extension
5352 Greek 5-6 extension
5191 Hebrew 5-6 extension
5181 Russian 5-6 extension
5350 Spanish 5-6 extension
5201 Italian 5-6 extension
5351 Latin 5-6 extension
5450 Other Foreign Language 5-6 extension (specify language)

F. Certificates for Teaching Special Subjects (Pre K-12):

Titles: 6010 Art
6023 Business and Distributive Education
6200 Dance
6120 Health
6130 Home Economics
6150 Music
6160 Physical Education
7060 Reading
6180 Recreation
7030 School Media Specialist
7050 School Media Specialist (Educational Communications)
7040 School Media Specialist (Library)
6190 Speech
7080 Teaching English to Speakers of Other Languages (TESOL)
6141 Technology Education

G. Certificates for Teaching in Special Education Programs (Pre K-12):

Titles: 9140 Blind and Partially Sighted
9150 Deaf and Hearing Impaired
9010 Special Education
9020 Speech and Hearing Handicapped

(Certificate title list continues on Page 7)

**The University of the State of New York
The State Education Department - Office of Teaching Initiatives
Application for Certificate**

Via Institutional Recommendation (Classroom Teachers, School Services, & Administrative)

<p>1 Social Security Number <i>(Leave this blank if you do not have a U.S. Social Security Number)</i></p> <table border="1" style="width:100%; height: 20px;"> <tr> <td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td> </tr> </table>											<p>5 Citizenship (please check one)</p> <p><input type="checkbox"/> United States Citizen</p> <p><input type="checkbox"/> Alien Lawfully admitted for a permanent residence in the United States</p> <p><input type="checkbox"/> Other Non-Citizen</p>																				
<p>2 Birth Date</p> <p>Month <table border="1" style="width:20px; height: 20px;"></table> Day <table border="1" style="width:20px; height: 20px;"></table> Year <table border="1" style="width:20px; height: 20px;"></table></p>	<p>6 Telephone/E-Mail Address</p> <p>Home Phone <table border="1" style="width:20px; height: 20px;"></table> <table border="1" style="width:20px; height: 20px;"></table> <table border="1" style="width:20px; height: 20px;"></table> <table border="1" style="width:20px; height: 20px;"></table> Area Code Phone Number</p> <p>Work Phone <table border="1" style="width:20px; height: 20px;"></table> <table border="1" style="width:20px; height: 20px;"></table> <table border="1" style="width:20px; height: 20px;"></table> <table border="1" style="width:20px; height: 20px;"></table> Area Code Phone Number</p> <p>E-Mail Address (Please Print Clearly) <table border="1" style="width:100%; height: 20px;"></table></p>																														
<p>3 Print Name Exactly As It Is To Appear on Your Certificate</p> <p>Last <table border="1" style="width:100%; height: 20px;"></table></p> <p>First <table border="1" style="width:100%; height: 20px;"></table> Middle Initial <table border="1" style="width:20px; height: 20px;"></table></p> <p>Maiden/Other <table border="1" style="width:100%; height: 20px;"></table></p>																															
<p>4 Mailing Address (Print address where you want your certificate to be sent)</p> <p>Street. <table border="1" style="width:100%; height: 20px;"></table></p> <p>Apt./Bld. <table border="1" style="width:100%; height: 20px;"></table></p> <p>City <table border="1" style="width:100%; height: 20px;"></table></p> <p>State <table border="1" style="width:20px; height: 20px;"></table> Zip Code <table border="1" style="width:20px; height: 20px;"></table> <table border="1" style="width:20px; height: 20px;"></table> <table border="1" style="width:20px; height: 20px;"></table></p> <p>Province/Country If not U.S. <table border="1" style="width:100%; height: 20px;"></table></p>																															
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<p>8 Print Name of College/University</p> <table border="1" style="width:100%; height: 40px;"></table>																															
<p>9 Recommending Institution Statement (A transcript must accompany this application) The applicant has completed the New York State Education Department's registered teacher education program leading to the certificate title(s) identified below:</p> <p>Responsible Teacher Education Official (Please print name clearly)</p> <table border="1" style="width:100%; height: 30px;"></table> <p>Responsible Teacher Education Official (Signature)</p> <table border="1" style="width:100%; height: 30px;"></table>																															
<p>10 In this section the responsible Teacher Education Official should:</p> <ul style="list-style-type: none"> - Print the SED Certificate Code(s) and Title(s) [see attached page for correct title codes] for each certificate recommended - Check box for each type of certificate recommended (Provisional, Permanent, Transitional B, or Transitional C) - Write your institution's program code for the appropriate title recommended <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:10%;">Certificate Code</th> <th style="width:35%;">Print Certificate Title</th> <th style="width:10%;">Provisional or Permanent</th> <th style="width:10%;">Transitional B or Transitional C</th> <th style="width:10%;">Program Code</th> <th style="width:15%;">Fee Amount</th> </tr> </thead> <tbody> <tr> <td><table border="1" style="width:20px; height: 20px;"></table></td> <td></td> <td><input type="checkbox"/> Prov (02) <input type="checkbox"/> Perm (03)</td> <td><input type="checkbox"/> Trans B (43) <input type="checkbox"/> Trans C (46)</td> <td><table border="1" style="width:20px; height: 20px;"></table></td> <td></td> </tr> <tr> <td><table border="1" style="width:20px; height: 20px;"></table></td> <td></td> <td><input type="checkbox"/> Prov (02) <input type="checkbox"/> Perm (03)</td> <td><input type="checkbox"/> Trans B (43) <input type="checkbox"/> Trans C (46)</td> <td><table border="1" style="width:20px; height: 20px;"></table></td> <td></td> </tr> <tr> <td><table border="1" style="width:20px; height: 20px;"></table></td> <td></td> <td><input type="checkbox"/> Prov (02) <input type="checkbox"/> Perm (03)</td> <td><input type="checkbox"/> Trans B (43) <input type="checkbox"/> Trans C (46)</td> <td><table border="1" style="width:20px; height: 20px;"></table></td> <td></td> </tr> <tr> <td colspan="5" style="text-align: right;">Total Fee Submitted:</td> <td></td> </tr> </tbody> </table>		Certificate Code	Print Certificate Title	Provisional or Permanent	Transitional B or Transitional C	Program Code	Fee Amount	<table border="1" style="width:20px; height: 20px;"></table>		<input type="checkbox"/> Prov (02) <input type="checkbox"/> Perm (03)	<input type="checkbox"/> Trans B (43) <input type="checkbox"/> Trans C (46)	<table border="1" style="width:20px; height: 20px;"></table>		<table border="1" style="width:20px; height: 20px;"></table>		<input type="checkbox"/> Prov (02) <input type="checkbox"/> Perm (03)	<input type="checkbox"/> Trans B (43) <input type="checkbox"/> Trans C (46)	<table border="1" style="width:20px; height: 20px;"></table>		<table border="1" style="width:20px; height: 20px;"></table>		<input type="checkbox"/> Prov (02) <input type="checkbox"/> Perm (03)	<input type="checkbox"/> Trans B (43) <input type="checkbox"/> Trans C (46)	<table border="1" style="width:20px; height: 20px;"></table>		Total Fee Submitted:					
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11 Certification Regarding Child Support

Complete This Section Whether Or Not You Have Children

Required by General Obligations Law Section 3-503 (effective 7/1/95)

The undersigned submits the following sworn statement in support of the application for certificate:

Check only A or B. If you check B, you must check one of the statements following item B.

- A. As of the date my application is filed, I AM NOT under obligation to pay child support.
- B. As of the date my application is filed, I AM under obligation to pay child support.
 - I am up to date in the payments for child support (i.e., no more than three months in arrears).
 - I am making payments by income execution, or by court agreed payment or repayment plan, or by plan agreed to by the parties.
 - The child support obligation is the subject of a pending court proceeding.
 - I am receiving public assistance or supplemental security income.

The intentional submission of false written statements for the purpose of frustrating or defeating the lawful enforcement of support obligations is punishable pursuant to Section 175.35 of the Penal Law of the State of New York.

12 Moral Character Determination

Answer each question by checking "yes" or "no." If you answer "yes" to any question, please attach a full explanation for your answer on a separate sheet of paper.

- A. Have you ever been dismissed, resigned from, entered into a settlement agreement, or otherwise left employment to avoid investigation and/or dismissal for alleged misconduct? Yes No
- B. Did you ever receive a discharge from the Armed Forces of the United States, which was other than "Honorable"? Yes No
- C. Have you ever been convicted of any crime (felony or misdemeanor)*, other than minor traffic violations? Yes No
- D. Do you currently have any criminal charges pending against you? Yes No
- E. Have you ever had an application for a teaching credential in New York or any other jurisdiction denied? Yes No
- F. Have you ever had a teaching credential issued in New York or any other jurisdiction revoked, suspended, annulled or otherwise invalidated? Yes No
- G. Have disciplinary proceedings ever been initiated against you pursuant to New York State Education Law Section 3020-a or the disciplinary provisions of any other jurisdictions? Yes No

*Please attach: Official copies of the court record(s) including disposition of the case.

13 Education

A. High School

Name of High School, City and State (or Country)

Did you Graduate?

- Yes No

If no, indicate high school equivalency diploma

#

B. College, University, and/or Non-Degree Technical School (Attach sheet if additional space is required)

Attach all transcripts of college, university, and/or technical schools attended.	Attended (month/year)	Number of Credits Received	Degree or Diploma	Date Received
Name of school	From:			
City and State	To:			
Name of school	From:			
City and State	To:			

14 List Certificates, Licenses and/or Registrations

Title of certificate, license and/or registration	Issuing Date	Effective Date	Expiration Date	Valid for what subject/area?
1				
2				
3				

15 Paid Professional Experience

List all **paid** professional experience at public or nonpublic school(s) (Pre K-12 classroom teaching, school services, administrative/supervisory), regardless of whether experience corresponds to title of the certificate you are requesting. For a less than full time position, indicate the number of hours worked per day and the number of days worked per week. Include dates of each assignment.

Names and locations of schools where you obtained your experience	If nonpublic, check below	Subjects, Grades, or Areas Taught, Supervised/Administered, or Provided with Pupil Services	Dates and Type of Work
1			From: <input type="checkbox"/> Part-Time
			To: <input type="checkbox"/> Full-Time
2			From: <input type="checkbox"/> Part-Time
			To: <input type="checkbox"/> Full-Time
3			From: <input type="checkbox"/> Part-Time
			To: <input type="checkbox"/> Full-Time
4			From: <input type="checkbox"/> Part-Time
			To: <input type="checkbox"/> Full-Time

16 Affidavit With Acknowledgement (Notarization required.)

Applicant

I, being duly sworn, declare and affirm that the statements made in this application, including accompanying documents, are true, complete and correct. I understand that any false or misleading information in, or in connection with, my application may be cause for denial or loss of certification and may result in criminal prosecution.

Signature of the applicant

Notary

State of _____ County of _____

On the _____ day of _____ in the year _____ before me, the undersigned, personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to this application and acknowledged to me that he/she executed the application and swore that the statements made by him/her in the application and all supporting materials are true, complete, and correct.

Notary Public signature

Notary ID number

Expiration date Month Day Year

CRITERIA FOR RECOMMENDATION

The Regulations of the Commissioner of Education

8NYCRR 80.2 (k)

Certification by completion of an approved program of preparation

A teaching certificate may be issued to a candidate who has completed preparation at an institution or institutions having a program for the preparation of teachers and other school personnel that is registered by the State Education Department provided that the candidate is recommended for that certificate by the institution or institutions where the program was completed. Programs for which registration is sought will be evaluated according to standards and procedures determined by the Commissioner.

The application for certificate via institutional recommendation is to be used in recommending for New York State certification only those individuals who have completed in its entirety the program of preparation as registered for purposes of teacher certification and on file in this Department. Similarly, only those who have completed in its entirety a program leading to dual certification, i.e., certification in two fields and identified as such in the Department's Inventory of Registered Programs, may be recommended for two certificates. In these cases, only one application with one transcript of study need be submitted but two fees of fifty dollars (\$50) each are required. In the space provided in Item 10 of the application, please indicate the specific program number (from the N.Y.S. Education Department's Inventory of Registered Programs) of the program completed by the individual you are recommending for certification. Failure to accurately record the program number may delay the processing of the application.

Individuals who have not completed in its entirety the registered program or those who have completed only the minimum requirements in accordance with Part 80 of Commissioner's Regulations cannot be granted State certification through submission of this application. Rather, such individuals must file an application for certificate via transcript evaluation directly with the Office of Teaching Initiatives in Albany. The fee for an application for certificate via transcript evaluation is \$100 for each certificate title for which application is made. You may recommend candidates for certification only in the certificate title and forms (provisional, permanent, or transitional) for which your institution maintains a registered program of teacher preparation and only those individuals who have completed a registered program in its entirety. This application cannot be processed in instances where the recommending institution is not shown on the Department's Inventory of Registered Programs as having a program registered for the form and certificate title identified in Item 10 of the application, with this exception: Through February 1, 2004, candidates completing a registered program leading to an initial certificate may be recommended for the comparable provisional certificate, as comparability is determined by the department.

17 Statewide Clearinghouse for Teacher Recruitment

This Item is Optional

Please indicate your willingness to have your name, address and certificate title provided to a Statewide Clearinghouse for Teacher Recruitment. This information will be released only to public and nonpublic schools registered with the New York State Education Department.

- Yes**, add my name to the Clearinghouse
 No, do not add my name to the Clearinghouse

18 Ethnic and Gender Questionnaire

This Item is Optional

Information on gender and ethnicity is sought solely to allow the New York State Education Department to collect and analyze data concerning diversity in the pool of certified individuals. The data you provide will be used only for statistical, research, and program evaluation purposes. It will not be released to the public, and will not be available on the Statewide Clearinghouse. This information has absolutely no bearing on your qualification for certification.

What is your Ethnicity?

- American Indian or Alaskan Native
 Asian or Pacific Islander
 Black (not Hispanic)
 Hispanic
 Caucasian/White (Not Hispanic)

What is your Gender?

- Female
 Male

H. Certificates for Teaching Career and Technical Subjects (Pre K-12):

Titles: 8010 Agriculture
8150 Business and Distributive Education (Occupational)
8220 Health Occupations (occupational)
8700 Home Economics (occupational)
9692 Technical Subjects*
8510 Trade Subjects*

*[See addendum (OT80.5) for specific titles attached to regulations or visit our Web site www.highered.nysed.gov/tcert/certificate/req_occup.htm for list of certificate titles]

I. Certificates for Pupil Personnel Service (Pre K-12):

Titles: 2030 School Counselor
2070 School Psychologist

J. Certificates for Administrative and Supervisory Service (Pre K-12):

Titles: 1180 School Administrator and Supervisor
1010 School District Administrator
1040 School Business Administrator

NEW YORK STATE TEACHER CERTIFICATION EXAMS

Frequently Asked Questions

Candidates for certification must achieve qualifying scores on the appropriate tests in the New York State Teacher Certification Examination (NYSTCE) Program. Exception: Candidates who are certified by the National Board for Professional Teaching Standards in an equivalent title are exempt from the testing requirements. Listed below are questions frequently asked about the testing program. For complete information, see the New York State Teacher Certification Examination (NYSTCE) Registration Bulletin at www.nystce.nesinc.com, from most New York State teacher education institutions, the National Evaluation Systems, and the Office of Teaching Initiatives (www.highered.nysed.gov/tcert).

1. What tests do I have to take to be certified?

Liberal Arts and Sciences Test (LAST)

- Required for provisional certificate in most teaching titles.
- Covers historical and social-scientific consciousness, scientific and mathematical processes, artistic expression and the humanities.
- Format consists of 80 multiple-choice questions and a written assignment (essay question).

Assessment of Teaching Skills-Written (ATS-W)

- Required for provisional certificate in most teaching titles.
- Offered in two types: elementary and secondary. (Candidates for K-12 certificates may elect either.)
- Covers knowledge of the learner, instructional planning and assessment, instructional delivery, and the professional environment.
- Format consists of 80 multiple-choice questions and an extended written response.

Content Specialty Test (CST)

- Required for permanent certificate in elementary (common branch), ESOL, and secondary academic subject titles.
- Required for provisional certificate in secondary academic subjects for candidates who do not possess a college concentration in the subject of the certificate.
- Covers content in the subject or subjects that the corresponding certificate authorizes the holder to teach.
- Format typically consists of multiple choice questions. Tests in languages other than English involve audio taped listening and speaking sections.

Assessment of Teaching Skills-Performance (ATS-P)

- Required for permanent certificate in elementary, ESOL, and secondary academic subject titles.
- Format consists of a 30-minute videotaped sample of the candidate teaching in his/her classroom of record.

English Language Proficiency Examination (ELPA)

- Required for teachers of ESOL and for a bilingual extension.
- Format consists of audiotaped listening and speaking sections, as well as written sections.

Target Language Proficiency Assessment (TLPA)

- Required in the language of instruction for a bilingual extension.
- Format consists of audiotaped listening and speaking sections, as well as written sections.

Exceptions: Testing requirements for occupational education titles differ from those above. Refer to the NYSTCE Registration Bulletin for details. There are no testing requirements for pupil personnel service and administrative and supervisory service titles.

2. What if requirements have changed since I applied for a provisional certificate?

Requirements for a permanent certificate are those that were in place as of the effective date of a candidate's provisional certificate (or certificate of qualification), provided that the provisional certificate has not expired.

3. How much do the NYSTCEs cost*?

LAST	\$ 70	ATS-P	\$145
ATS-W	\$ 70	ELPA	\$ 70
CST	\$ 70	TLPA	\$ 70

*Additional fee for late or emergency registration.

4. What is a "passing" score on these tests?

LAST	220
ATS-W	220
CST	220
ATS-P	P (Pass)
ELPA	220
TLPA	220

5. If I don't pass the test on the first try, how often may I retake it?

There is no restriction on the number of times the tests may be taken. You may continue to take the exams until you receive a passing score.

6. May I just retake the parts of a NYSTCE test I don't do well on?

No. For each attempt, a candidate must take a NYSTCE test in its entirety, since passing standards are set on the total test rather than on subarea or partial scores. The subarea scores that candidates receive are provided only to help the candidate prepare effectively if the test must be taken again.

7. May I substitute qualifying scores for coursework or student teaching?

No. The tests must be passed in addition to the education and classroom experience requirements for each title.

8. How are test scores reported to the State Education Department?

Your social security number is used to automatically report test scores to the Office of Teaching Initiatives after each test administration. We retain the scores for five years, even if a candidate has not yet made formal application for a certificate.

9. If I lose a score report, where can I get another copy?

A copy of the score report may be obtained from National Evaluation Systems for one year. The Office of Teaching Initiatives will not release your scores. In signing the exam registration application, candidates agree that the scores will be used for purposes of certification only.

10. When should the tests be taken?

All tests should be taken before you apply for certification, with the exception of the ATS-P. Detailed information is below.

11. Assessment of Teaching Skills-Performance (ATS-P)

Recommended only after two or more years of classroom experience. Candidates should have knowledge of teaching skills, and the ability to apply those skills effectively within the classroom. It is advisable to allow time to make practice tapes, have them reviewed by peers, and improve teaching skills, if necessary. Candidates holding a provisional New York State certificate should submit the videotape no later than six months before their provisional certificate expires to allow for timely scoring.

12. When and where are the tests administered?

Tests are offered several times each year at a variety of test sites in New York State, and at one site in Puerto Rico in April/May and September. Some tests are administered in some other states in April/May and on U.S. military bases worldwide. See the NYSTCE Registration Bulletin for specific information on locations, special testing accommodations, supplemental testing dates for alternative certification programs, and registration procedures.

NYS Teacher Certification Exams	
Test Date	Registration Deadline
*July 19, 2003	June 6, 2003
**October 18, 2003	September 12, 2003
February 14, 2004	January 9, 2004
**April 24, 2004	March 19, 2004
May 22, 2004	April 16, 2004
**July 17, 2004	June 11, 2004

NYS Assessment of Teaching Skills-Performance	
Submission Deadline	Registration Deadline
June 20, 2003	May 23, 2003
December 5, 2003	November 7, 2003
March 19, 2004	February 20, 2004
June 18, 2004	May 21, 2004

- * Special summer administration. Sites are limited and an additional fee applies.
- ** Will offer taped tests on these dates.

13. How should I prepare for the tests?

Preparation Guides are available for all NYSTCE tests. They contain content outlines for tests, sample questions, and advice on how to prepare for the tests. See the NYSTCE Registration Bulletin for forms to order the guides.

14. If I apply for the NYSTCE tests, do I also have to apply separately for certification?

Yes. Although test scores are automatically reported to the Office of Teaching Initiatives, you must also submit a separate application for a certificate to the Office of Teaching Initiatives.

15. Does the reciprocity agreement among states affect the testing requirements?

The reciprocity agreement (Interstate Certification Compact) stipulates that study and/or experience completed in another certifying jurisdiction satisfies only New York's study and experience requirements. Achievement of qualifying scores on the NYSTCE tests is an additional requirement for certification in New York State.

16. What if I already hold a valid teaching certificate from another state?

Candidates who possess a certificate from a state that is party to the Interstate Certification Compact may be issued a conditional certificate valid for two years, to allow the candidates time to meet New York's testing requirement. Visit the Office of Teaching Web site for more information www.highered.nysed.gov/tcert.

17. Do I have to bring a set of my fingerprints to the examination site?

No, thumbprints are taken at the test site as part of the identification verification process. Individuals who do not allow thumbprints to be taken may be denied admission to the test or their scores may be voided without refund or credit.

18. If I already have a New York State certificate based upon qualifying NTE scores, must I take the NYSTCE to obtain a certificate in another title?

Yes. All candidates for a certificate must now take the NYSTCE tests.

19. Can a candidate with a disability obtain a testing accommodation?

Yes. Special accommodations are provided in most cases, with appropriate documentation. See the NYSTCE Registration Bulletin for details.

20. How do I register?

The NYSTCE Registration Bulletin contains the registration form. You may also register for tests online at www.nystce.nesinc.com/. Copies of the NYSTCE Registration Bulletin may be obtained from most New York State teacher education institutions, National Evaluation Systems (NES) or the Office of Teaching Initiatives. For multiple copies, contact NES.

National Evaluation Systems, Inc.
P.O. Box 226
Amherst, MA 01004

Telephone: (413) 256-2882
(800) 309-5225
TTY for the deaf: (413) 256-8032



Please refer to the following chart to determine whether you need to be fingerprinted.

TYPE OF SITUATION	FINGERPRINTING NEEDED
Applicants for New Certificates, Licenses or Permits	Yes
Renewal of Certificate with Lapse in Certification	Yes
Holder of a Temporary License who applies for a Provisional Certificate	Yes
Extension to Certificate in New Area	Yes
Permanent Certification in same Title Area as Valid Provisional Certificate*	No
Temporary Provisional Certificate	No

* Applies only if the original certificate was issued prior to July 1, 2001

Fingerprinting Mandates

Effective July 1, 2001, Chapter 180 of the Laws of 2000 requires the Commissioner of Education and the New York State Education Department (NYSED) to request a fingerprint-supported criminal history background check for applications for certification as well as for prospective employees of school districts, charter schools and boards of cooperative educational services (BOCES).

For additional information about fingerprinting or to request a fingerprint packet contact:

Office of School Personnel Review and Accountability (OSPRA) at:
 Email: ospira@mail.nysed.gov
 Telephone: (518) 473-2998
 Fax: (518) 472-8812
 Internet:
www.highered.nysed.gov/tcert/ospira

Note: Fingerprint packets may be obtained from most New York State teacher education institutions.

Special Information Relating to New York City

Individuals who were previously fingerprinted for employment with the New York City Department of Education (NYCDOE) after July 1, 1990 may not have to be fingerprinted again. Chapter 380 of the Laws of 2001 authorizes the NYCDOE to share the results of such background checks with OSPRA for the purpose of clearance for employment and certification. You need to go to the OSPRA web site and download an OSPRA 104 form. Please complete the OSPRA 104 form and mail it to the NYCDOE at the address on the form. The NYCDOE will forward the results of your criminal history background check to OSPRA for review. No fee is due to OSPRA for this service.

What if an Individual has Been Previously Fingerprinted?

If you were fingerprinted for employment in a school district, charter school or BOCES for purposes of Chapter 180 of the Laws of 2000 after July 1, 2001, and were issued a "Clearance for Employment" by OSPRA, you do not need to be fingerprinted again. The only other fingerprint supported background check that will satisfy the NYSED fingerprint mandate is the one conducted by the NYCDOE and outlined above. All other individuals who are required to be fingerprinted will have to be fingerprinted again. Examples of fingerprint background checks that do not satisfy this requirement include fingerprinting for: employment in a child care center; a background check for a pistol permit; employment as a teacher in another state; employment as a safety officer, etc.

www.highered.nysed.gov/tcert/ospira

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✓APPLICANT'S CHECKLIST

All of these items are required for processing your application. To help ensure the timely evaluation of your application, please make sure you have completed the following and returned all materials to your institution:

- I have attached a U.S. Postal Money Order for the total application fee(s).
- I have completed all appropriate sections of the application.
- I have enclosed transcripts of all collegiate study as instructed in section 13 of this guide.
- I have enclosed photocopies of all other requested documents, such as registered nurse registration, certified social work registration, FAA airframe/power plant license, etc.
- I have signed and dated the Affidavit in section 16.
- I have obtained the signature and identifying information of the Notary Public in section 16.
- I have completed all the exam requirements for the certificate(s) I am applying for. If NOT, see New York State Teacher Certification Exams Frequently Asked Questions on page 7 for details.
- I have determined if I need to be fingerprinted (See instructions on page 10)

If you need to be fingerprinted:

- I have mailed or will mail the completed Fingerprint Packet with consent form, two fingerprint cards and \$74.00 fee payable to NYSED, to the Fingerprint Processing Unit, NYSED, PO Box 7352, Albany, NY 12214-0349.

www.highered.nysed.gov/tcert

✓INSTITUTION'S TEACHER EDUCATION OFFICE CHECKLIST

- I have read and understand my responsibilities set forth in the section "Criteria for Recommendation." located on page 4 of the application form.
- I have completed all shaded sections (Sections 7-10) of the application form.
 - The NYS official institution code is entered in section 7
 - The name of the recommending institution is printed in section 8
 - The name and signature of the responsible Teacher Education Official appears in section 9
 - Section 10 is complete, including NYS certificate title code, certificate title, appropriate type is checked, institution's program code, and appropriate fee information.
- I have assembled the application packet as shown below:
 - Transcripts and other supporting documents are inside the application.
 - The Postal Money is secured to the front of the application using a paperclip (do not staple money order to application).

The image shows a stack of forms. The top form is the 'Application for Certificate' from the University of the State of New York. It contains sections for personal information, citizenship, address, institution code, and fee information. A 'POSTAL MONEY ORDER' is attached to the front of the application form with two paperclips. The money order is for \$50.00 and is payable to the State of New York. The bottom of the application form shows a grid for selecting certificate titles and a 'Total Fee Submission' box.