

Graduation Information and Checklist – June 2010

In order to graduate and receive your New York State School Psychologist certification, students must complete the following steps:

I. Meet with Dr. Reuben Castagno

1. To verify that you will have satisfactorily completed all your 60 credits of coursework (see attached course checklist). Plus NY State requires proof of completion of the two – 2 hour seminars in Child Abuse Recognition and School Violence Prevention.
2. Students may view their past grades by going to the www.touro.edu Website and clicking on TC-Web based Student Services.
3. To complete the **Application for Graduation - the deadline is 5/3/2010**
 - a. Dr. Castagno will sign the Application for Graduation, verifying that you are a graduation candidate.
 - b. The Bursar also needs to verify and sign that you have no outstanding tuition balances (you have to pay any outstanding balance for the present semester as well). Payment of a \$200 graduation fee is due at this time and can be paid by check, money order or credit card to Touro College. This \$200 fee is required whether you plan to attend the actual graduation ceremony or not.
 - c. The completed Application for Graduation form is then returned to Dr. Castagno's office.
 - d. Students, who, for whatever reason, do not meet the requirements to graduate in June, will have the \$200 graduation fee transferred to the next available graduation date.
4. **Complete Graduation Participation form** (*deadline April 15, 2010*) (attached). If you do not wish to participate, please mark "No" on the form. We encourage students to attend and mark "Yes". Students planning to attend the June 10 graduation ceremony will receive (in May) a "Student 2010 Commencement Ceremony Packet".
5. **Completion of N.Y. School Psychologist Certification Application (Online)**. (see attached document). Carefully read the document and carefully and patiently follow the instructions. Filling out this Online Application is totally your responsibility. There is a \$50 online application fee which requires the use of a credit card or mailing a money order with a printed coupon. Each certification is \$50. Monolingual school psychologist and Bilingual school psychologist.

6. **Fingerprinting**

The New York State Education Department, in order for certification to be complete, must have your fingerprints on file. This can be a lengthy and time consuming process and should be performed as soon as possible.

- a. **The Quickest method to be fingerprinted** is to go to the NYCDOE on 65 Court Street in Brooklyn, Room 102. The office is open from 9AM to 4:30PM. It is a good idea to call to make certain they are open (718-935-2750).
- b. In order to be fingerprinted you must bring 2 forms of ID:
 1. Photo ID ...drivers license, passport
 2. Social Security Card
 3. Birth Certificate
- c. You must also bring a letter , on Touro stationary that states that You are a graduate student in our MS program and that you applied for NY State School Psychologist certification. You can pick up the letter in Dr. Castagno's office (please give him advanced notice). This letter will allow the NYCDOE to fingerprint you.
- d. Payment is \$115 and can be paid by check, money order or credit card. It is made out to the NYCDOE/DHR.
- e. After you are fingerprinted, you will need to wait a minimum of 3 days before you contact the NYCDOE fingerprinting division. If they say you fingerprint process is acceptable, you will then fax them the OSPRA 104 form which they will then send to the NYSED in Albany. The NYCDOE fax number is 718-935-2726

The SECOND METHOD can be found by going to the following website and following the directions given:

www.highered.nysed.gov/tcert/ospra

**PLEASE DO NOT CONTACT THE SCHOOL PSYCHOLOGY OFFICE
WITH ANY QUESTIONS WITH REGARD TO FINGERPRINTING!**

LOGS, JOURNALS AND CULMINATING PROJECT

Due May 21st, 2010

1. You must submit all logs, situational journals and the culminating project to Dr. Castagno by no later than **May 21st**.
2. For those of you who have not completed all your internship hours – send us what you have completed and send in the remaining logs (for June) at the end of the internship.
3. We are giving you an extended period of time to hand in your culminating project. Any culminating project that is not given in by **May 21st** will lead to the student's graduation date being changed to September 2010.
4. After May 21st Logs & Journals need to be mailed in when completed to Dr. Reuben Castagno, 43 West 23rd St, New York, NY 10010.

WHAT WILL FOLLOW AFTER June 10th GRADUATION CEREMONY

- 1. The graduate school registrar will officially review your records that verify that you have successfully completed your 60 credit graduate requirement and then officially stamp your official transcript stating that you earned your MS degree. The official MS degree date that will be posted on your transcript will be June 23rd, 2010.**
- 2. Then, sometime in mid - July, the registrar's office will send up, to the NYSED, our Institutional Recommendation, which states that you have earned your MS degree.**
- 3. Then, if your online application and fees are paid and your fingerprinting is properly on file, the NYSED will send you your NY State School Psychologist certificate (in the past this was done in early August).**
- 4. With regard to looking for jobs, our office can write a letter indicating that you have completed all your requirements only after you have completed all 60 credits with grades in all classes. In essence we can usually write you a letter after we grade your logs, journals and culminating project and enter that grade in for Psy 751. Of course all your Incompletes must have been cleared as well for you to graduate. Some school districts will interview you based upon this letter, other districts may only interview you based upon your receipt of your State certificate.**

OFFICIAL TRANSCRIPTS

To obtain copies of your official transcript:

- 1. All outstanding balances must be paid.**
- 2. Go to www.touro.edu home page and click on tab for Student Services and click on "transcript requests" and follow directions. Please do not contact our office as you can do this on your own. Transcripts normally take 2 to 3 weeks to receive.**

YOUR TOURO DIPLOMA

Your diploma will state that you earned an MS degree in School Psychology. You will receive a letter from the registrar approximately 4 months after you graduate (most likely in November) giving you details of what to do to pick up your diploma. The production and receipt of your diploma is not related to the school psychology department. Questions should be directed to the graduate registrar at 212 -463-0400 ext. 5352.

For more information please go to: <http://www1.touro.edu/comm/>

