

Graduation Information and Checklist – June 2011

In order to graduate and receive the New York State School Psychologist certification, students must complete the following steps listed below. Please note, each prospective graduate is responsible for applying for graduation and certification.

The Official Graduation Date for June Graduates is June 28, 2011.

Graduation:

- **Meet with Professor Dominick Fortugno.**
To verify that you have satisfactorily completed all your required credits of coursework. In addition, NY State requires proof of completion of the two – 2 hour seminars in Child Abuse Identification and Reporting, and School Violence Intervention and Prevention Education for certification.
- Fill out an Application for Graduation. **The submission deadline is 5/2/2011.** Your Application for Graduation has to be signed by program Director to verify that you are a graduation candidate.
- **Complete a Graduation Participation form.** If you do not wish to participate, please mark “No” on the form. We encourage students to attend. Students planning to attend the June 14, 2011 graduation ceremony will receive a ‘Student 2011 Commencement Ceremony Packet’.
- Pay a \$200 graduation fee. **This \$200 fee is required whether you plan to attend the actual graduation ceremony or not.**
- Return the completed *Application for Graduation* and *Graduation Participation* forms to the program office.
- Complete all coursework. Students may view their grades on TC-Web based Student Services account.
- Submit culminating project, logs & journals (due date May 23rd).
- Students, who, for whatever reason, do not meet the program requirements to graduate in June, will have the \$200 graduation fee transferred to the next available graduation date.

Certification:

All Touro College graduates that are eligible for NYS School Psychologist certification must apply online. Instructions on how to apply are available on the Touro College website link: http://www.touro.edu/edgrad/psy/docs/certification_application_online.pdf. 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 Monolingual School Psychologist and Bilingual School Psychologist certification is \$50.

➤ **Fingerprinting**

In order for certification to be complete, the New York State Education Department **must** have your fingerprints on file. This can be a lengthy and time consuming process and

should be performed as soon as possible. As of July 1, 2009, OSPRA will no longer accept paper fingerprinting applications (OSPRA 101). All applications must be filed online using TEACH. Use TEACH to apply for fingerprint clearance online and to check current fingerprint status information: <http://www.highered.nysed.gov/tcert/teach>

For NYC Students:

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).

- In order to be fingerprinted you must bring 2 forms of ID:
 - ◆ Photo ID (drivers license, passport)
 - ◆ Social Security Card
 - ◆ Birth Certificate
- You must also bring a letter on the Touro stationary which states that you are a graduate student in our MS program and that you applied for NY State School Psychologist certification. This letter will allow the NYCDOE to fingerprint you.
- Payment is \$115 and can be paid by check, money order or credit card. It is made out to the NYCDOE/DHR.
- 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.

For Long Island Students:

You may be fingerprinted using LIVESCAN at the BOCES Regional Certification offices listed below. LIVESCAN coupled with NYSED’s TEACH system will greatly reduce the amount of time that a prospective employer or an applicant for certification will have to wait for a clearance for employment and/or certification. You must apply for fingerprints online before being scanned. Please call the location prior to when you need to be fingerprinted to find out whether they will charge a fee to scan your fingerprints; whether they have specific dates and times dedicated to scanning fingerprints; and whether you need to make an appointment to have your fingerprints scanned.

Nassau BOCES Regional Certification Office 71 Clinton Road Garden City, NY 11530 (516) 396-2368 http://www.nassauboces.org	Eastern Suffolk BOCES Certification Office 201 Sunrise Highway Patchogue, NY 11772 (631) 687-3020 http://www.esboces.org	Western Suffolk BOCES Certification Office 507 Deer Park Road Dix Hills, NY 11746 (631) 549-4900 ext.257 http://www.wsboces.org
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Please direct all questions regarding fingerprinting procedures to the contact information provided above.

Logs, Journals and the Culminating Project

➤ Due May 23rd, 2011

1. You must submit all logs, situational journals and the culminating project to Dr. Kilian by no later than **May 23rd 2011**.
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 23rd** will lead to the student's graduation date being changed to September 2011.
4. After May 23rd Logs & Journals need to be mailed in when completed to Dr. Kilian at 50 West 23rd St, 6th Fl, Room 629, New York, NY 10010.

June 2011 Graduation Ceremony

Please refer to the following link for information on important dates, commencement packets (including your cap and gown and tickets), graduation photos and directions:

<http://www1.touro.edu/comm/index.php>

What Will Follow After the June 14th, 2011 Graduation Ceremony

1. The graduate school registrar will officially audit your records, to verify that you have successfully completed your all your required credits of coursework, and have met all degree requirements in order to confirm your graduation date, and enter it into the computer system. It takes up to two months for your degree audit to be completed and your degree confirmed.
2. Once your graduation date has been posted, your next step is to contact Seth Shapiro and request to have your certification recommendation sent to the State:

Seth Shapiro: 212-463-0400 Ext. 5268
Seth.Shapiro@touro.edu

Certification Process Review

In order to be certified your will need to have:

1. Completed the Child Abuse Identification and School Violence Intervention and Prevention workshops.
2. Filed your fingerprint clearance with NYSED.
3. Completed the online certification application, and paid the corresponding fees.
4. Contacted Seth Shapiro to have your recommendation sent once your graduation date has been posted.

If all steps have been fulfilled, NYSED will send you your NY State School Psychologist certificate

(in the past this was done in early August).

With Regard To Looking For Jobs

Our office can write a letter indicating that you have fulfilled all your requirements only after you have completed, and have received grades (including INC grades) for all required credits in all classes. In essence, we can usually write you a letter after we grade your logs, journals and culminating project in order to enter your grade for PSY 751. 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

Official Transcripts must be requested in writing from the Registrar's Office. Go to the www.touro.edu home page and click on tab for Student Services and click on "transcript requests" and follow directions. Please submit your transcript request **directly to the registrar's office**, not your program office, to be processed. Transcripts are normally sent out within 7-10 business days after the request receives Bursar clearance, and may take longer during peak periods.

Current students should check their TC web-based student account before ordering a transcript to make sure the grades and/or degrees are posted. Your transcript will not be issued until all holds have been removed and all outstanding bills have been paid.

Your Touro College 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 for your campus:

Manhattan:
212 -463-0400 ext. 5352

Bay Shore:
631-665-1600 ext. 6225