

NYS TEACHER CERTIFICATION APPLICATION PROCESS WITH GST BOCES

Below is what to mail to me, how to apply for conditional initial tchr. cert., the process & my contact info. ©

WHAT TO MAIL

To apply for conditional initial NYS teacher certification through GST BOCES, you need the following: (in 1 envelope, to me)

*Application <http://ohe33.nysed.gov/tcert/teach/> self-registration, enter data, apply for cert., enter cr. card (pay), select BOCES to eval. your credentials.

*Official Bachelor's and Master's **transcript** (if you have a MS degree) that specifies all courses/grades & degree conferral

*copy of current, valid non-NYS **tchr. cert.** in same subject/grade level (cert. must be received)

*Copies of child abuse ID & SAVE workshop certs.

*full **fingerprinting clearance** for NYS cert. &/or NYS public schools: I have intake forms, you apply/pay on TEACH, \$94.25, schedule an appt. for prints to be "rolled", approval in 2 days (Your PA \$50 clearance does not equate.)

***3-4 tests** w/in 2 yrs. See www.nystce.nesinc.com LAST, ATSW (based on cert. grade), CST (in subject). Call if you need info.

*\$100 **cert.fee**/subject for NYSED pd by cr card above (on TEACH)

*\$30 **BOCES processing fee** via personal check, payable to GST BOCES, for processing materials, following through, etc. unless hired as a full-time teacher in 1 of the GST BOCES component schools

TEACH System www.highered.nysed.gov/tcert/teach/, upper right, self-registration/login to TEACH **HOW TO APPLY**

Create Applicant Login & Password USERID _____ PWORD _____

Complete required info. & select temp. password (make note of userID & password).

When complete, click "create account"

A new password is required the 1st time you login to TEACH

Review info. If correct, click "continue"

Affirm info. is valid & click "OK"

Enter TEACH

Logon w/login ID, old & new password (twice), click "next"

Enter SS#, click "submit"

Enter profile info., click "submit"

Verify/Update Applicant Profile (if in system) or Create User Profile (if not prev. in cert. system/computer)

[This is a summary of personal/demographic info., & self-reported education & employment history]

Create Profile page: enter data, click "submit" for personal, education, employment sections

When done, click "next"

(in the future, update teaching experience & be sure home address is correct)

[May change name once. For 2nd & subsequent name changes, must request change via form to NYSED.

Can request SS# change but must send copy of SS card..]

Apply for Certificate i.e. classrm tchr, Child Ed, 1-6, Child Ed 1-6, cond.initial, **interstate reciprocity**

Do **not** select *college-recommended path* (check bottom box on that pg), Do select *reciprocity*, select *BOCES* to process your file

Select one or more, click "add", "next"

Choose reviewer/BOCES to evaluate your transcripts, workshop certs. (no need to mail application)

Click "sign affidavit" after answering moral character questions

Confirm/sign application after reviewing info., in application, click "submit"

Make \$100/cert. payment by entering cr. card on-line.

Mail official transcripts, workshop copies, copy of PA cert., & \$30 BOCES processing fee (no application) to BOCES (address below).

Make note of what you've applied for via TEACH i.e. Conditional Initial Childhood Ed. 1-6, applied on TEACH 12/30/09.

Check regularly to ensure data is correct/complete on TEACH & to view the evaluation of your credentials.

You need all tests passed w/in 2 yrs for initial cert. W/in another 3 yrs, you need 3 yrs teaching, official master's transcript, original mentoring form & to apply for professional certification. The date of your certificate drives the "life" of the certificate (not when you gain a regular teaching assignment).

THE PROCESS & MY CONTACT INFORMATION

Save this Info. Sheet

When you have all materials complete, mail all to me after applying/paying on TEACH. I will process within 10 days, evaluate your application on TEACH & mail materials to NYSED. If complete, 3 months later, you receive the cert. Always keep the original, give a copy to your employer. Please let me know if you have additional questions. Have a good day.

Betty DeNardo bdenardo@gstboces.org (*Charlene Sisco also works with me on teacher certification*)

MU10-09

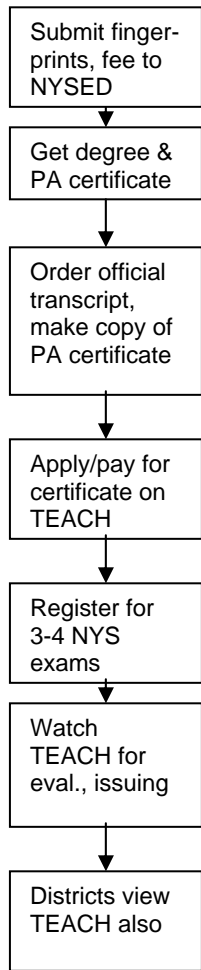
Teacher Certification Coordinator, GST BOCES, 9579 Vocational Drive, Bldg#10, Painted Post, NY 14870, 607/654-2269 ask for me;

Satisfactory completion of all certification requirements is subject to the final approval of the NYSED Office of Teaching Initiatives.

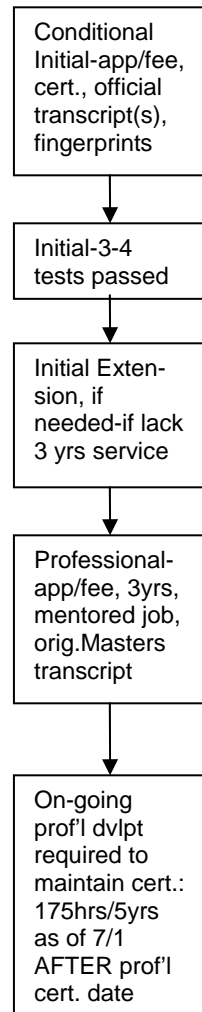
Please retain copies of your official transcripts, & your original PA teacher certificate. I do not need evidence of test passing or fingerprinting clearance (these show on TEACH). If you do not select BOCES, I cannot process/evaluate your materials). Watch TEACH to see when your file is evaluated, approved, issued. All NYS schools view TEACH, also.

Workshops: child abuse www.mandatedreporter.org; viol.prev. www.gstboces.org/go/save Retain copies, please.

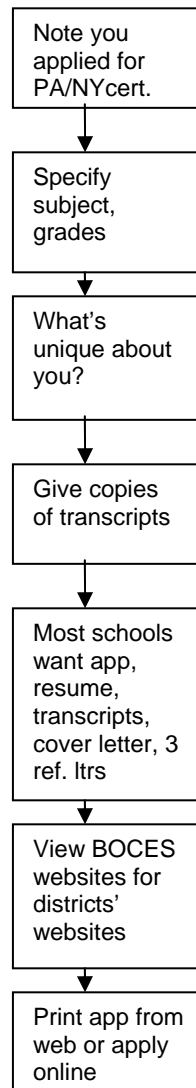
Certification Process



Certificate Types



Searching for Employment



Master's Area...

