

# PROVISIONAL OR PERMANENT CERTIFICATE

## or STATEMENT OF CONTINUED ELIGIBILITY (SOCE) APPLICATION GUIDE

This application and Guide are to be used for Provisional, Permanent, and SOCE Certification ONLY\*



The University of the State of New York  
The State Education Department  
Albany, NY 12234 • www.nysed.gov

CERTIFICATES FOR CLASSROOM TEACHING, ADMINISTRATIVE/SUPERVISORY, AND PUPIL PERSONNEL (SCHOOL) SERVICE, will be issued to those who satisfy the requirements in Part 80 (Pre 02/04) of Commissioner's Regulations ([www.highered.nysed.gov](http://www.highered.nysed.gov)). The Application for Certificate is to be used by those who wish to apply for a New York Provisional or Permanent certificate through the evaluation of school transcripts (U.S. or Non-U.S.) or based upon reciprocity. After review of your application, a Notice of Uncompleted Requirements will be sent to those who have not satisfied all requirements.



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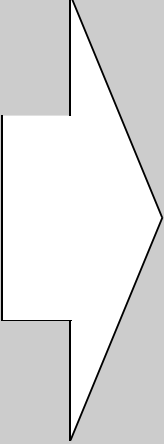
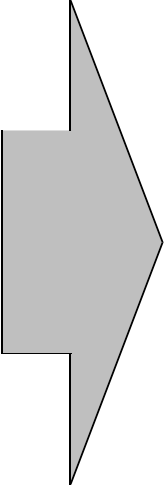
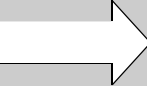
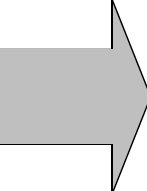
**PULL OUT APPLICATION SECTION .....(Center)**

**Application for Certificate in New York State (OTAPP-Prov/Perm, pages 1A to 7A)**

**\*Please Note: New requirements for classroom teaching certificates BECAME effective February 2, 2004. SEE PAGE 2 TO DETERMINE IF YOU ARE AFFECTED BY THE CHANGE AND IF THIS APPLICATION IS APPROPRIATE.**

# Don't Waste Your Time - Use The Right Application Form!

Please be sure to use the correct application form based upon the certification you are seeking. Failure to use the correct form will delay processing your application.

IF YOU... 	AND YOU ARE APPLYING FOR... 	THEN COMPLETE & SUBMIT 
hold or do not hold <b>any</b> valid New York State certificate	an administrative/supervisory or pupil personnel (school services) certificate	 <p style="text-align: center;"><b>OTAPP-PROV/PERM (04/04)</b></p>
hold a New York State <b>Provisional</b> classroom teaching certificate	a Permanent certificate in the same title prior to the expiration of your provisional certificate.	
hold a New York State <b>Limited</b> certificate	a Provisional teaching certification in the same title before 09/01/04	
hold a New York State <b>Transitional E</b> (career and technical education certificate)	a Provisional teaching certificate in the same title prior to the expiration date of the Transitional E certificate	
do not hold any New York State certificate	an Initial classroom teaching certificate	 <p style="text-align: center;"><b>OTAPP-INIT/PROF (01/05)</b></p>
hold a New York State certificate	another certificate in a classroom teaching title.	
hold a New York State <b>Initial</b> certificate	A Professional certificate in the same title	
hold a New York State <b>Modified Temporary License</b>	an Initial certificate in the same title	
hold a New York State <b>Transitional A</b> (career and technical education certificate)	an Initial certificate in the same title	
hold a New York State <b>Transitional B</b> certificate effective 2/1/04 or earlier	A Provisional certificate in the same title	 <p style="text-align: center;"><b>*OTAPP - 3</b></p>
hold a New York State <b>Transitional B</b> certificate effective 9/1/04 or earlier	an Initial certificate in the same title	 <p style="text-align: center;"><b>OTAPP-COLLEGE (04/04)</b></p>
have completed a New York State approved teacher preparation program	an Initial or Professional certificate	

\*Your college must complete **critical parts** of this application form. The forms are only available at the college where you completed the alternative teacher preparation program.

# General Information

## You Need To Know That:

- An application for a provisional certificate should not be submitted without an official transcript verifying completion of a bachelor's degree.
- If you are applying for supplementary service titles (i.e., adult education, visiting lecturer, or permit authorizing supplementary service in areas for which no certificate exists), you must complete the form titled Application for Supplementary Service (OTAPP-7) rather than the application form in this guide. When hired by a district you need to contact the school district superintendent for the application. Teaching assistants who do not hold a teaching assistant temporary license should complete OTAPP-TA. Those that hold a valid temporary license should contact their district and complete the Application for Supplementary Service (OTAPP-7).
- A list of Boards of Cooperative Educational Services (BOCES) Regional Certification Offices is found on page 4. Your regional office can assist you by responding to questions and processing your application. Applications and materials evaluated and submitted by regional certification offices are given priority.
- If you are applying for a **provisional supervisory/administrative or pupil personnel certificate** on the basis of holding an equivalent certificate/license from another state (reciprocity), a photocopy of your certificate must be included with the application.

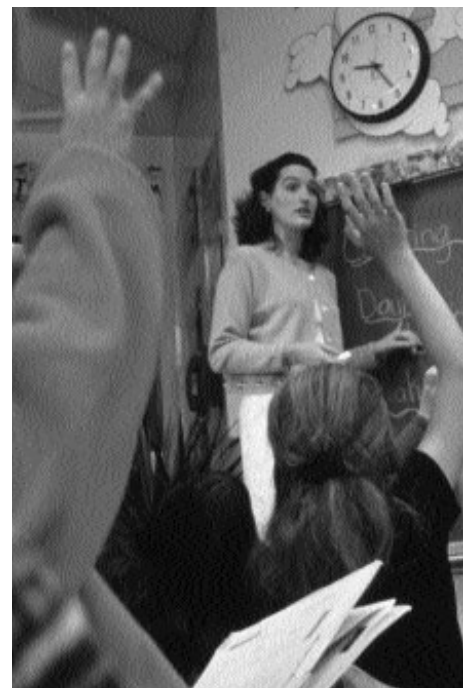
## About the Application Fee, Form, and Process:

- The **processing fee is \$100** for each certificate title requested. See the Instructions for Completing Application for Certificate Form on page 8 of this guide for more information.
- Use Item 11 on the Application for Certificate form (page 2A) to determine the total fee amount.
- Make your **postal money order** payable to: **New York State Education Department (NYSED)**. Clearly print your full name on the money order. We recommend that you use **U.S. Postal Money Orders** or money orders that cannot be **discounted after a certain period of time.** [*Discounted money orders may result in additional fees and cause significant delays in processing your application.*]
- The processing fee is **non-refundable. Please paper clip fee to the front of the application.**
- *To help speed the processing of your application, please:*
  - Use the Applicant's Checklist on page 7A of application to make certain the application is complete.
  - Complete all sections of the form; do not submit a résumé as a substitute for any section of the form.
- **Send** the completed application, application fee, and all required documentation to:  
New York State Education Department  
Office of Teaching Initiatives  
PO. Box 22064  
Albany, NY 12201

*You will be notified when your application has been received.*

## If You Have Any Questions

- Information available on our web site:  
**[www.highered.nysed.gov/tcert](http://www.highered.nysed.gov/tcert)** may assist you in completing the application and understanding the requirements for a certificate.  
  
Questions may be submitted and additional forms requested through the web site.
- **Written correspondence may be sent to:**  
New York State Education Department  
Office of Teaching Initiatives  
Room 5N Education Building  
Albany, NY 12234
- **Telephone:** (518) 474-3901  
**Staff are available to answer questions:** 9:00-11:30 a.m. & 1:30-4:30 p.m. EST  
**Days:** Monday, Tuesday, Thursday, & Friday. **For automated information,** call anytime.  
**TTY relay operator for the hearing impaired:**  
(800) 421-1220 (within NYS)  
(800) 855-2880 (nationwide)



[www.highered.nysed.gov/tcert](http://www.highered.nysed.gov/tcert)

## Board of Cooperative Educational Services (BOCES) Regional Certification Offices

If you live in the BOCES jurisdiction or work in a component school district you may seek certification advice at your regional certification office. If you live in the Wayne-Finger Lakes or Monroe #2 BOCES jurisdiction, or work in a component school district, you may seek certification advice at the Genesee Valley BOCES. For the most up-to-date list visit the Web site at:

**[www.highered.nysed.gov/tcert/certification/regionalcenters.htm](http://www.highered.nysed.gov/tcert/certification/regionalcenters.htm)**

The regional certification officers work directly with certification specialists in the Office of Teaching Initiatives. They can assist applicants by responding to questions and processing applications and supporting materials.

***Applications and materials evaluated and submitted by regional certification offices are given priority.***

**Broome-Delaware-Tioga**  
435 Glenwood Road  
Binghamton, NY 13905-1699  
(607) 763-3366

**Capital Region**  
1031 Watervliet-Shaker Road  
Albany, NY 12205  
(518) 456-1347

**Cattaraugus-Allegany-Erie-Wyoming**  
1825 Windfall Road  
Olean, NY 14760  
(716) 376-8374

**Cayuga-Onondaga**  
5980 South Street Road  
Auburn, NY 13021  
(315) 253-0361

**Clinton-Essex-Warren-Washington**  
P.O. Box 455  
Plattsburgh, NY 12901  
(518) 561-0100 ext. 216

**Delaware-Chenango-Madison-Otsego**  
6678 Cty Rd 32  
East River Road  
Norwich, NY 13815-3554  
(607) 335-1309

**Erie #1**  
355 Harlem Road  
West Seneca, NY 14224  
(716) 821-7009

**Erie #2 - Chautauqua-Cattaraugus**  
8685 Erie Road  
Angola, NY 14006  
(716) 549-4454

**Franklin-Essex-Hamilton**  
P.O. Box 28  
3372 State Route 11  
Malone, NY 12953  
(518) 483-6420

**Genesee Valley**  
80 Munson Street  
LeRoy, NY 14482  
(585) 344-7932

**Hamilton-Fulton-Montgomery**  
P.O. Box 309  
Broadalbin, NY 12025  
(518) 883-8856

**Herkimer-Fulton-Hamilton-Otsego**  
352 Gros Boulevard  
Herkimer, NY 13350  
(315) 867-2007

**Jefferson-Lewis-Hamilton-Herkimer-Oneida**  
20104 State Route 3  
Watertown, NY 13601  
(315) 779-7024  
(800) 356-4356 ext. 7024

**Madison-Oneida**  
Spring Road, P.O. Box 168  
Verona, NY 13478-0168  
(315) 361-5512

**Monroe #1 (eastside only)**  
41 O'Connor Road  
Forman Center  
Fairport, NY 14450  
(585) 383-2208  
Fax (585) 249-7235

**Monroe #2**  
(Contact Genesee Valley)

**Nassau BOCES Administrative Center**  
Teacher Certification Office  
P.O. Box 9195  
Garden City, NY 11530-9195  
(516) 396-2368

**Oneida-Herkimer-Madison**  
Box 70, Middle Settlement Road  
New Hartford, NY 13413  
(315) 793-8562

**Onondaga-Cortland-Madison**  
P.O. Box 4754  
Syracuse, NY 13221  
(315) 433-2628

**Orange-Ulster**  
53 Gibson Road  
Goshen, NY 10924  
(845) 291-0140

**Orleans-Niagara**  
4232 Shelby Basin Road  
Medina, NY 14103  
(716) 731-4176

**Oswego**  
179 County Rte. 64  
Mexico, NY 13114  
(315) 963-4216

**Otsego Northern Catskills**  
Frank W. Cyr Center  
159 West Main St.  
Stamford, NY 12167  
(607) 652-1252

**Rensselaer-Columbia-Greene**  
(Questar III)  
10 Empire State Boulevard  
Castleton, NY 12033  
(518) 477-8771

**Schuyler-Chemung-Tioga**  
459 Philo Road  
Elmira, NY 14903  
(607) 739-3581

**Southern Westchester**  
17 Berkley Drive  
Rye Brook, NY 10573  
(914) 937-6107

**St. Lawrence-Lewis**  
P.O. Box 231  
139 State Street Road  
Canton, NY 13617  
(315) 386-4504

**Steuben-Allegany**  
6985 Technology Way  
P.O. Box 586  
Hornell, NY 14843-0586  
(607) 324-7880

**Suffolk I Eastern**  
201 Sunrise Highway  
Patchogue, NY 11772  
(631) 289-2200

**Suffolk II Western**  
P O Box 8007  
Huntington Station, NY 11746-9007  
(631) 549-4900

**Sullivan County**  
6 Wierk Ave  
Liberty, NY 12754-2908  
(845) 292-0082

**Tompkins-Seneca-Tioga**  
555 Warren Road  
Ithaca, NY 14850  
(607) 257-1551, ext. 309

**Washington-Saratoga-Warren-Hamilton-Essex**  
1153 Burgoyne Ave, Suite 2  
Fort Edward, NY 12828-11364  
(518) 581-3370 North Area  
(518) 746-3370 South Area

**Wayne Finger Lakes**  
(Contact Genesee Valley)

# What You Need to Apply for Certification

If you are applying directly for a permanent certificate without having held provisional, you must submit the additional forms required for the provisional certificate.

What Title Are You Applying For?	Provisional	Permanent
<p><b>Lower and Upper Elementary Grades Pre K-6</b> Early Childhood Annotation 7-9 academic subject extensions</p> <p><b>Secondary Academic Subjects</b> Biology, Chemistry, Earth Science, English, Languages Other Than English, Math, Physics, Social Studies</p> <p><b>English to Speakers of Other Languages (ESOL)</b></p>	<p>Only individuals currently holding a Limited certificate are eligible for a Provisional certificate in classroom teaching titles. Such individuals must submit documentation to verify completion of deficiencies noted on their last Notice of Uncompleted Requirements (evaluation) form.</p>	<p><b>You must submit:</b></p> <ol style="list-style-type: none"> <li>1. Hold a valid Provisional Certificate in the same certificate area as the permanent requested.</li> <li>2. Completed application and fee</li> <li>3. Master's degree transcripts**</li> <li>4. School Violence Prevention Certificate**</li> <li>5. Child Abuse Identification Certificate**</li> <li>6. CST Exam in the area of the certificate*</li> <li>7. ATS-P VIDEO (the AST-P need only be submitted once for those applying for multiple certificates)</li> </ol>
<p><b>Reading</b></p> <p><b>Special Education</b> Blind and Partially Sighted, Deaf, and Hearing Impaired, Special Education, Teacher of Speech and Hearing Handicapped</p> <p><b>Special Subjects</b> Art, Business and Distributive Education, Dance, Health, Home Economics (Family and Consumer Science), Music, Physical Education, Recreation, Speech, Technology Education.</p> <p><b>School Media</b> School Media Specialist, School Media Specialist (Educational Communications), School Media Specialist (Library)</p>		<p><b>You must submit:</b></p> <ol style="list-style-type: none"> <li>1. Hold a valid Provisional Certificate in the same certificate area as the permanent requested.</li> <li>2. Completed application and fee</li> <li>3. Master's degree transcript**</li> <li>4. School Violence Prevention Certificate**</li> <li>5. Child Abuse Identification Certificate**</li> </ol>
<p><b>Career and Technical Education Subjects (Pre K-12)</b> Agricultural Business and Distributive Education, Health Occupations Home Economics, Technical Subjects, Trade Subjects</p> <hr/> <ul style="list-style-type: none"> <li>• Baccalaureate Degree Route</li> </ul> <hr/> <ul style="list-style-type: none"> <li>• Associate Degree Route</li> </ul> <hr/> <ul style="list-style-type: none"> <li>• Non-Degree Route</li> </ul>	<p>Only individuals currently holding a Transitional-E certificate are eligible for a Provisional certificate in career and technical education teaching titles. Such individuals must submit documentation to verify completion of deficiencies noted on their last Notice of Uncompleted Requirements (evaluation) form.</p>	<p><b>You must submit:</b></p> <ol style="list-style-type: none"> <li>1. Hold a valid Provisional Certificate in the same certificate area as the permanent requested.</li> <li>2. Completed application and fee</li> <li>3. School Violence Prevention Certificate**</li> <li>4. Child Abuse Identification Certificate**</li> <li>5. LAST Exam Score*</li> <li>6. ATSW Exam Score*</li> </ol> <hr/> <ul style="list-style-type: none"> <li>• Master's degree transcript</li> </ul> <hr/> <ul style="list-style-type: none"> <li>• Transcripts verifying 30 semester hours upper level college study</li> </ul> <hr/> <ul style="list-style-type: none"> <li>• Transcripts verifying 30 additional semester hours of college study</li> </ul>
<p><b>Pupil Personnel (School) Services</b> School Attendance Teacher, School Counselor, School Dental Hygiene Teacher, School Nurse-Teacher, School Psychologist, School Social Worker</p>	<p><b>You must submit:</b></p> <ol style="list-style-type: none"> <li>1. Completed application and fee</li> <li>2. <b>All</b> college transcripts</li> <li>3. School Violence Prevention Certificate</li> <li>4. Child Abuse Identification Certificate</li> <li>5. Fingerprint Packet</li> </ol>	<p><b>You must submit:</b></p> <ol style="list-style-type: none"> <li>1. Completed application and fee</li> <li>2. Master's degree transcript**</li> <li>3. School Violence Prevention Certificate**</li> <li>4. Child Abuse Identification Certificate**</li> <li>5. For School Social Worker only, copy of current CSW registration</li> </ol>
<p><b>Administrative/Supervisory Service</b> School Business Administrator, School District Administrator, School Administrator and Supervisor</p>	<p><b>You must submit:</b></p> <ol style="list-style-type: none"> <li>1. Completed application and fee</li> <li>2. <b>All</b> college transcripts</li> <li>3. School Violence Prevention Certificate</li> <li>4. Child Abuse Identification Certificate</li> <li>5. Fingerprint Packet</li> </ol>	<p><b>You must submit:</b></p> <ol style="list-style-type: none"> <li>1. Completed application and fee</li> <li>2. Master's degree transcript**</li> <li>3. School Violence Prevention Certificate**</li> <li>4. Child Abuse Identification Certificate**</li> </ol>
<p><b>Bilingual Education (extension)</b></p> <p><b>Tip!</b> The bilingual certificate can be issued only if you hold a valid certificate for one or more of the above titles</p>	<p><b>You must submit:</b></p> <ol style="list-style-type: none"> <li>1. Completed application and fee</li> <li>2. <b>All</b> college transcripts</li> <li>3. School Violence Prevention Certificate</li> <li>4. Child Abuse Identification Certificate</li> <li>5. Fingerprint Packet</li> <li>6. ELPA Exam Score* or BEA as of 10/03</li> <li>7. TLPA Exam Score* or BEA as of 10/03</li> </ol>	<p><b>You must submit:</b></p> <ol style="list-style-type: none"> <li>1. Completed application and fee</li> <li>2. School Violence Prevention Certificate**</li> <li>3. Child Abuse Identification Certificate**</li> </ol>

\*Scores automatically submitted by testing company

\*\*Unless previously submitted for provisional certificate

# Certificate Titles for Public School Service

**Certificate codes and titles are listed in bold type.**

In section 11 on the application form, enter the code number and title for each certificate title you are requesting.

## CERTIFICATES FOR CLASSROOM TEACHING SERVICE

### LOWER AND UPPER ELEMENTARY GRADES

#### Common Branch Subjects

#### Codes and Titles:

**3011 - Pre K-6**

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

#### Codes and 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)

\* permits the holder to teach general science in grades 7-9

#### Annotation of Pre K-6 certificate:

#### Codes and Titles:

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



## SECONDARY

### Academic Subjects in Grades 7-12:

#### Codes and 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)

### Grades 5-6 Extensions to Secondary Academic Subject Certificates:

#### Codes and 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)

*Extensions of a Secondary Academic Subject certificate in a Language Other than English to teach that language in grades Pre K-6:*

#### Codes and Titles:

**5452 American Sign Language Pre K-6 extension**  
**5149 Chinese Pre K-6 extension**  
**5141 French Pre K-6 extension**  
**5144 German Pre K-6 extension**  
**5148 Greek Pre K-6 extension**  
**5146 Hebrew Pre K-6 extension**  
**5147 Italian Pre K-6 extension**  
**5143 Latin Pre K-6 extension**  
**5145 Russian Pre K-6 extension**  
**5142 Spanish Pre K-6 extension**  
**5451 Other Foreign Language Pre K-6 extension** (specify language)

# Certificate Titles for Public School Classroom Teaching Service *continued*

## Certificates for Classroom Teaching Service continued:

[To teach a language other than English in grades 1-6 (holding a valid certificate to teach a language other than English in grade 7-12 is a prerequisite)]

### *SPECIAL SUBJECTS (Pre K-12)*

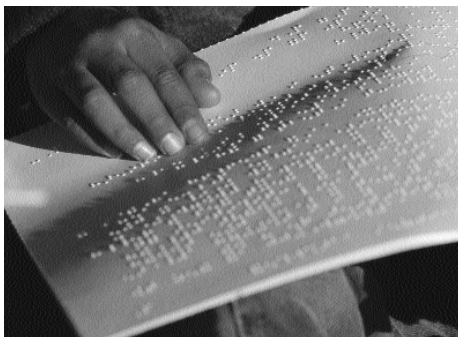
*Codes and Titles:*

- 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

### *SPECIAL EDUCATION PROGRAMS (Pre K-12)*

*Codes and Titles:*

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



### *CAREER AND TECHNICAL SUBJECTS (Pre K-12)*

*Codes and Titles:*

- 8010 Agriculture
- 8150 Business and Distributive Education (Occupational)
- 8220 Health Occupations (occupational)
- 8700 Home Economics (occupational) Technical Subjects\* Trade Subjects\*

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

### *BILINGUAL EXTENSIONS*

*Codes and Titles:*

- 7090 Bilingual (Elementary)
- 7091 Bilingual (Not-Elementary)
- 7092 Bilingual (Pupil Personnel/Administrative)

## CERTIFICATES FOR PUPIL PERSONNEL (SCHOOL) SERVICE (PRE K-12)

(Valid for Provisional or Permanent certification):

*Codes and Titles:*

- 2010 School Attendance Teacher
- 2030 School Counselor
- 2050 School Dental Hygiene Teacher
- 2060 School Nurse-Teacher
- 2070 School Psychologist
- 2080 School Social Worker

## CERTIFICATES FOR ADMINISTRATIVE AND SUPERVISORY SERVICE (PRE K-12)

(Valid for Provisional or Permanent certification):

*Codes and Titles:*

- 1180 School Administrator and Supervisor
- 1010 School District Administrator
- 1040 School Business Administrator

# INSTRUCTIONS FOR COMPLETING APPLICATION FOR CERTIFICATE FORM

Carefully detach application located in the center of this guide.

Please note, only complete applications will be considered for certification. Please use the checklist on page 7A of the application to help you double check that your application is complete. Include all supporting materials requested.

- 
- Section 1 Print Name:**  
Print your name exactly as you wish it to appear on your certificate. **TIP! Print clearly.**  
Maiden/other name is used for identification only and not printed on certificate.
- 
- Section 2 Birth Date:** 01 / 05 / 1979  
Enter the date using two digit month, day, and a four-digit year. **Example:** January 5, 1979    mo.   day   yr.
- 
- Section 3 Ethnic and Gender Questionnaire:**  
This section is optional.
- 
- Section 4 Social Security Number:**  
Enter your Social Security Number. Leave blank if you do not have a United States Social Security Number.  
Note: A U.S. Social Security Number is required for issuance of a certificate.
- 
- Section 5 Mailing Address:**  
Enter the address where you want your certificate and any correspondence to 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 6 Telephone:**  
Enter your home and work telephone number(s) in case we need to contact you about your application. This may allow your application to be processed faster, but is not required.
- 
- Section 7 Citizenship:**  
United States citizenship is not required for certification. However, for Professional 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, 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 United States Citizenship and Immigration Services (USCIS) verifying permanent residency
- 
- Section 8 Statewide Clearinghouse for Teacher Recruitment:**  
This section is optional.
- 
- Section 9** If you have been fingerprinted by the New York City Department of Education, please be sure you have submitted an OSPRA 104 form so that they can share your information with the New York State Education Department.
- 
- Section 10** Check this box if you would like the Office of Teaching Initiatives to communicate with you via e-mail (unless a physical document is required).
- 
- Section 11 For each certificate requested:**
- Check the path you are using to qualify. The following paths are available:
    - **Transcript evaluation path** - For an individual evaluation of completed coursework (not for individuals who completed a New York State-approved teacher preparation college program).
    - **Reciprocity path** - For individuals possessing a valid supervisory/administrative or pupil personnel certificate from outside New York State, or who have completed a teacher preparation program from outside New York State.
  - Print the certificate title and enter the corresponding four-digit code (see pages 5-7).
  - Check the type of certificate requested (provisional, permanent, statements of continued eligibility (SOCE), provisional extension, permanent extension, or permanent annotation).
  - Check the box next to the fee due and enter total amount due in the box in the lower right corner. **Submit one (1) postal money order for total amount.**
- 

continued on page 9

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**Section 12 U.S. Education:**  
Use this section only for education in the U.S. **If you are submitting NON-U.S. credentials, do not complete this section. Complete Section 13 for NON-U.S. education.**

- A. High school education: complete this section only if you are applying for a certificate in career and technical education (non-degree). Please include school name, city and state.
- B. Transcripts of college study: all applicants, including non-degree applicants, should complete this section. You must send transcripts for **all courses taken at all colleges or universities.**

**TIP! Acceptable Transcripts are:** *Official Transcripts bearing the registrar's seal*  
**Unacceptable Transcripts are:** *Web Print out, Grade Report, Student Copy or Photocopy*

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**Section 13 NON-U.S. Education:**  
Complete this section and provide names of schools and credentials earned in original language and English. See page 10 of this guide for additional instructions on submitting NON-U.S. credentials.

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**Section 14 List any certificates, licenses, or registrations:**  
List all certificates, licenses, and/or registrations you hold and provide a photocopy of these certificates, licenses and/or registrations. Illustrative titles of licenses/certificates: state registration as a Professional nurse; license as a cosmetologist; Federal Aviation Administration ground instructor license; New York City common branch teacher license; Rhode Island provisional elementary teacher certificate; etc.  
It is **not** necessary to send copies of New York State certificates **unless they were** issued prior to 1983.

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**Section 15 Employment:**

- If you check YES to substitute your school employment for the college supervised fieldwork, then complete the Substitution of Experience for College Supervised Fieldwork Form found on page 6A of the application.
- If applying for a Permanent certificate in Pre K-12 classroom teaching, pupil personnel (school) service, or administrative/supervisory service, complete section "B", Paid Professional Experience.
- If applying for a certificate in career and technical education, complete sections "B" Paid Professional Classroom Teaching Experience and "C" Occupational or Practical Experience.

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**Section 16 Certification Regarding Child Support:**  
All applicants **must** complete this section whether or not they have children.

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**Section 17 Moral Character Determination:**  
All applicants please check "Yes" or "No" for each of the questions in this section.

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**Section 18 Affidavit:**  
Your signature must be notarized.

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**Section 19 Notary Certification of Identification:**  
Signature and attestation by a Notary Public.

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**Applicant's Checklist**  
To insure that you send a complete application, use the checklist on page 7A of the Application for Certificate Form before you return the application, fee, and other documentation. If you need a fingerprinting packet see page 14 of this guide.

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## Additional Instructions For Section 13 For Submission Of Non-U.S. (outside the United States) Credentials

Submit original credentials of formal schooling with notarized English translations including, where applicable:

1. Certificates of graduation from secondary school. (U.S. 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. (You may send photocopies if they have **original** U.S. Notary Public signatures.) All documents submitted require English translations that are U.S. notarized.
3. Diploma(s) and/or degree(s), teaching certificate(s) or license(s) currently held. (You may send photocopies if they have **original** U.S. Notary Public signatures.)
4. Official transcripts for any study completed in the U.S. or Canada. We **do not** accept notarized or verified copies of transcripts from the U.S. or Canada.
5. Permanent residents must submit a photocopy of a permanent residency (green) card; or passport stamped "*Processed for I-551 Temporary Evidence of Lawful Admission for Permanent Residence,*" or a certified and sealed copy of a letter from the U.S. Citizenship and Immigration Services (USCIS formerly INS) verifying permanent residence. Questions regarding citizenship and permanent residency may be addressed by visiting the USCIS Web site at [www.USCIS.gov](http://www.USCIS.gov). Those who have attained U.S. Citizenship AFTER receiving Initial certification should submit a notarized copy of their naturalization certificate.
6. A U.S. social security number is required for issuance of an Initial certificate.

### Documents accepted for evaluation from countries other than the U.S. and Canada:

- Original credentials in the language of instruction and translations.
- Photocopies of transcripts that have been verified as true copies by a local Board of Cooperative Educational Services (BOCES) and translations.
- Photocopies of transcripts that have an original Notary Public signature and seal with translations.
- Notary Public signatures must come from a Notary residing in the U.S. or on the grounds of a U. S. embassy.

**Note: The New York State Education Department does *not* recognize the credit or equivalence recommendations of evaluation agencies. Original documents will be returned by certified mail after evaluation, if requested.**

If you have applied for citizenship and your application is being processed, submit verification from the USCIS.



# Training Required For Certification

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## 1. Identification and Reporting of Suspected Child Abuse or Maltreatment

Before a certificate can be issued all applicants are required to complete two clock hours of coursework or training regarding the identification and reporting of suspected child abuse or maltreatment. This training is acceptable only from a New York State Education Department approved provider. **A detailed list of all providers can be found at:**

[www.op.nysed.gov/caproviders.htm](http://www.op.nysed.gov/caproviders.htm)

### Proof of Completion

Upon completion of the training, the provider will give you a Certification of Completion. Include this document with your application. (Photocopies are acceptable.) Individuals completing the training online may have certification of completion submitted electronically to this office. Check with your provider.

**Notes:** Applicants who have previously submitted a Certification of Completion are *not* required to submit another Certification. Please note that some providers offer training that exceeds the two-hour minimum.

## 2. School Violence Prevention and Intervention

Before a certificate can be issued, all applicants for a certificate are required to complete two clock hours of coursework or training in school violence prevention and intervention.

**Training is currently available through eight of the Coordinated School Health Network Centers, located at the following Boards of Cooperative Educational Services (BOCES):**

Capital Region .....(518) 786-3223  
Clinton-Essex-Warren-Washington (518) 561-0100 x149  
Erie #1 .....(716) 630-4250  
Genesee Valley .....(716) 344-7570  
Onondaga-Cortland-Madison ... (315) 431-8556  
Schuyler-Chemung-Tioga .....(607) 739-3581  
x2542  
Ulster County .....(845) 255-8989  
Western Suffolk .....(631) 242-1128

A detailed list of all providers (including distance learning) can be found at:

[www.highered.nysed.gov/tcert/certificate/save.htm](http://www.highered.nysed.gov/tcert/certificate/save.htm)

### Proof of Completion

Upon completion of the training, the provider will give you a Certification of Completion. Include this document with your application. (Photocopies are acceptable.) **Original letters on school district/BOCES letterhead verifying completion of the district's own workshop are also acceptable, if the workshop was completed after September 1, 2000.**

**Note:** Applicants who have previously submitted a Certification of Completion are *not* required to submit another certificate.

# New York State Teacher Certification Exams

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. It is available at <http://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](http://www.highered.nysed.gov/tcert)).

## Frequently Asked Questions

### ***What tests do I have to take to be certified?***

#### **Liberal Arts and Sciences Test (LAST)**

- Required for permanent non-degree and associate degree career and technical education certification.
- Also required for permanent teacher of speech and hearing handicapped who being licensed speech-language pathologists receive provisional certification based on 80-2.66 of Commissioner's Regulations.
- 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 permanent non-degree and associate degree career and technical education certification.
- Offered in two forms: 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 the permanent certificate in elementary, ESOL, and secondary academic subject titles.
- 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 the permanent certificate in elementary, ESOL, and secondary academic subject titles.
- Format consists of 30-minute videotapes sample of the candidate teaching in his/her classroom of record.

### ***What if requirements have changed since I applied for an 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.

### ***What are the NYSTCEs fees?***

LAST	\$ 88
ATS-W	\$ 88
CST	\$ 88
ATS-P	\$ 145

Additional fee for late or emergency registration.

### ***What is the "passing" score on these tests?***

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

### ***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.

### ***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.

### ***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.

### ***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.

### ***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 three years. 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.

### ***When should the tests be taken?***

All tests should be taken before you apply for certification.

## New York State Teacher Certification Exams *continued*

### **Assessment of Teaching Skills-Performance (AST-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.

**Note:** Candidates holding a provisional New York State certificate should submit a videotape **no later than six months before their provisional certificate expires** to allow for timely scoring.

### ***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 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, test dates, special testing accommodations, supplemental testing dates for alternative certification programs, and registration procedures.

Access the NYSTCE Bulletin online at: [www.nystce.nesinc.com](http://www.nystce.nesinc.com)

### ***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. Go to the NYSTCE Web site at [www.nystce.com](http://www.nystce.com) to download preparation guides.

### ***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.

### ***Do I have to bring a set of my fingerprints to the examination site?***

**No.** Thumbprints are taken at the test site to verify identification. 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.

### ***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.

### ***How do I register?***

The NYSTCE Registration Bulletin contains the registration form. You may also register for tests online at [www.nystce.nesinc.com](http://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

[www.nystce.nesinc.com](http://www.nystce.nesinc.com)

# Fingerprinting



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

TYPE OF SITUATION	FINGERPRINTING NEEDED
Applicants for new certificates	Yes
Permanent Certificate in same title as VALID Provisional Certificate	No
Holder of a certificate applying for a certificate in a new area	Yes

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

## Fingerprinting Mandates

State Law 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:** [ospa@mail.nysed.gov](mailto:ospa@mail.nysed.gov)

**Telephone:** (518) 473-2998

**Fax:** (518) 473-8812

**Internet:**

[www.highered.nysed.gov/tcert/ospa](http://www.highered.nysed.gov/tcert/ospa)

## Special Information Relating to New York City

Individuals who were previously fingerprinted for employment with the New York City Board of Education (NYCDOE) after July 1, 1990 may not have to be fingerprinted again. State Law authorizes the NYCDOE to share the results of such background checks with OSPRA for the purpose of clearance for employment and certification. Please go to the OSPRA Web site and download an OSPRA 104 form. 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. There is no fee 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 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 in the previous section. 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/ospa](http://www.highered.nysed.gov/tcert/ospa)

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[www.highered.nysed.gov/tcert](http://www.highered.nysed.gov/tcert)

93-95266Guide



**7. Citizenship/Immigration Status**

- I am a citizen or a permanent resident of the United States.
- I am **NOT** a citizen or a permanent resident of the United States.

8.  Check this box if you would like your name, address and certificate information to be provided to a statewide clearinghouse for teacher recruitment.

9.  Check this box if you have previously been fingerprinted by the New York City Department of Education.  
 (You must submit an OSPRA 104 Form [available on the Web at [www.highered.nysed.gov/tcert/ospra](http://www.highered.nysed.gov/tcert/ospra)] to the New York City Department of Education, Division of Human Resources, Office of Personnel Investigation, 65 Court Street, Brooklyn, New York 11201 to allow your information to be sent to the New York State Education Department for certification purposes.)

10.  Check this box if you would like the Office of Teaching Initiatives to communicate with you via e-mail (unless a physical document is required).

E-mail: \_\_\_\_\_

**11. Certificate Requested and Fees:**  
 (Please complete all information for each certificate requested.)

Choose a Path (Check one)	Subject and Level	Type (check one)	Fee Amount Due
<input type="checkbox"/> 3 Transcript Evaluation <input type="checkbox"/> 2 Reciprocity	Print Subject and Level: _____ Enter Four-digit Subject Level/Code: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="checkbox"/> 02 Provisional <input type="checkbox"/> 03 Permanent <input type="checkbox"/> 04 SOCE <input type="checkbox"/> 16 Prov. Ext. <input type="checkbox"/> 17 Perm. Ext. <input type="checkbox"/> 34 Perm. Anno.	Certificate 1 <input type="checkbox"/> \$100
<input type="checkbox"/> 3 Transcript Evaluation <input type="checkbox"/> 2 Reciprocity	Print Subject and Level: _____ Enter Four-digit Subject Level/Code: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="checkbox"/> 02 Provisional <input type="checkbox"/> 03 Permanent <input type="checkbox"/> 04 SOCE <input type="checkbox"/> 16 Prov. Ext. <input type="checkbox"/> 17 Perm. Ext. <input type="checkbox"/> 34 Perm. Anno.	Certificate 2 <input type="checkbox"/> \$100
<input type="checkbox"/> 3 Transcript Evaluation <input type="checkbox"/> 2 Reciprocity	Print Subject and Level: _____ Enter Four-digit Subject Level/Code: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="checkbox"/> 02 Provisional <input type="checkbox"/> 03 Permanent <input type="checkbox"/> 04 SOCE <input type="checkbox"/> 16 Prov. Ext. <input type="checkbox"/> 17 Perm. Ext. <input type="checkbox"/> 34 Perm. Anno.	Certificate 3 <input type="checkbox"/> \$100
<input type="checkbox"/> 3 Transcript Evaluation <input type="checkbox"/> 2 Reciprocity	Print Subject and Level: _____ Enter Four-digit Subject Level/Code: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="checkbox"/> 02 Provisional <input type="checkbox"/> 03 Permanent <input type="checkbox"/> 04 SOCE <input type="checkbox"/> 16 Prov. Ext. <input type="checkbox"/> 17 Perm. Ext. <input type="checkbox"/> 34 Perm. Anno.	Certificate 4 <input type="checkbox"/> \$100
Please Remit One (1) <b>United States Postal</b> Money Order for the <b>Total Fee Amount:</b>			Write Total Amount Due \$ <input type="text"/> <input type="text"/> <input type="text"/> .00

**12. United States Education**

**STOP!** If applying only with Non-U.S. (outside United States) Credentials, skip this section and complete **Section 13.**

**A. High School (For Career and Technical Education [Non Degree] Only)**

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

Did you Graduate?

- Yes  
 No

If no, indicate high school equivalency diploma

#

**B. Transcripts of College Study**

Attach OFFICIAL TRANSCRIPTS of all 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:			
Name of school	From:			
City and State	To:			
Name of school	From:			
City and State	To:			

**Please attach:** Official Transcripts (no photocopies) with applications.

**13. Non-U.S. Education (For Applicants Submitting "Foreign" Credentials Only)**

Schools Attended (Provide exact names of schools in original language and translate)	Credentials Obtained and Submitted (Provide exact titles in original language and translate)	Attendance	
		Entrance Date	Leaving Date
<b>A. Secondary School</b>			
1.			
<b>B. Higher Education and Professional Education</b>			
1.			
2.			
3.			
4.			
5.			

**Please attach:** Non-U.S. transcripts, see page 10 of Certificate Application Guide for instructions.

**14. List Any Other Certificates, Licenses, Or Registrations**

Title of Certificate, License or Registration	Issuing State or City	Effective Date	Expiration Date	Valid for what Subjects, Areas or Professions

**Please attach:** A Photocopy of each of the above documents and official explanation of any codes, if applicable.

**15. Employment**

**A. Substitution of Experience**

Are you seeking to substitute relevant experience in lieu of College Supervised Fieldwork?  Yes  No

**If Yes, fill out and submit "Substitution of Experience for College Supervised Fieldwork Form" on page 6A**

**B. Paid Professional Experience**

List all PAID professional experience at public or registered non public schools (Pre K-12 classroom teaching, school services, administrative/supervisory), regardless of whether experience corresponds to title of the certificate you are requesting. For less than full time positions, 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 Pupil Personnel Services.	Dates and Types of Work
1.			From: To: <input type="checkbox"/> Part Time <input type="checkbox"/> Full Time
2.			From: To: <input type="checkbox"/> Part Time <input type="checkbox"/> Full Time
3.			From: To: <input type="checkbox"/> Part Time <input type="checkbox"/> Full Time
4.			From: To: <input type="checkbox"/> Part Time <input type="checkbox"/> Full Time

**C. Paid Professional Occupational Or Practical Experience (Non-Teaching)**

**STOP!** This Section is only for applicants who are applying for career and technical education titles.

Identify related employment you have had other than teaching. If less than full time, indicate the number of hours worked per day and the number of days worked per week. Persons seeking certification to teach in any career and technical subject area that requires a person to hold a valid State or Federal license to legally perform that service must hold the appropriate license.

Name and Address of Employer	Non-teaching Position Held/Duties	Dates and Types of Work
1.		From: To: <input type="checkbox"/> Part Time <input type="checkbox"/> Full Time
2.		From: To: <input type="checkbox"/> Part Time <input type="checkbox"/> Full Time
3.		From: To: <input type="checkbox"/> Part Time <input type="checkbox"/> Full Time
4.		From: To: <input type="checkbox"/> Part Time <input type="checkbox"/> Full Time

**Please attach:** A job description of each experience listed; and a photocopy of license, if required for occupation.

**16. Complete this Section Whether Or Not You Have Children.**

Certification Regarding Child Support - 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 following statements below.**

- 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.
  - 1.** I am up to date in the payments for child support (i.e. no more than three months in arrears).
  - 2.** I am making payments by income execution, or by court agreed payment or repayment plan, or by plan agreed to by the parties.
  - 3.** The child support obligation is the subject of a pending court proceeding.
  - 4.** I am receiving public assistance or supplemental security income.

The intentional submission of false written statements for the purposes 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.

**17. 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 and submit official copies of the court record(s) including disposition of the case.

- 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**

**18. Affidavit**

I 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 Applicant: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
mo.                    day                    yr.

**19. Notary Certification of Identification**

State of \_\_\_\_\_ County of \_\_\_\_\_

I certify that on the date set forth below the individual named above did appear personally before me and that I did identify this applicant by: (a) comparing his/her physical appearance with the photograph on the identifying document presented by the applicant, and (b) comparing the applicant's signature on this form with the signature on his/her identifying document. The statements on this document are subscribed and sworn to before me by the applicant on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Signature of Notary Public \_\_\_\_\_

Notary ID Number \_\_\_\_\_

Expiration Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
mo.                    day                    yr.

**Notary Stamp**

## Substitution of Experience for College Supervised Fieldwork Form

This form is only to be used for those who also submit an Application for Certificate OTAPP-PROV/PERM.

This candidate for certification has not completed supervised fieldwork (internship) as part of an approved pre-service program of preparation. To consider substituting paid experience for this requirement, the Office of Teaching Initiatives requires completion of this form by the superintendent/chief school officer validating one year of full-time, paid satisfactory experience. (For administrative positions, full-time experience is interpreted as the major duty assignment.) Two years of half-time experience will also be considered.

First Name	Last Name	Middle Initial:	
Street Address:	City:	State:	Zip Code:
Maiden Name:	Date of Birth:	Social Security Number:	

### To be Completed by School Superintendent ONLY\*

1. The candidate named above served as a  Full time  Part time: \_\_\_\_\_ %  
(Do not complete this form unless 50% or greater)  
  
 Title: \_\_\_\_\_  
  
 Grades \_\_\_\_\_ Date from \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
mo.                      day                      yr.                      mo.                      day                      yr.  
  
 At: \_\_\_\_\_  Public  Non Public  
School name  
  
 School Address \_\_\_\_\_
2. Candidate's Name \_\_\_\_\_  was  was not  
 given assistance at least equal to that given student interns.
3. The performance of the candidate  was  was not] satisfactory.
4. I  do  do not] recommend that this employment be substituted for the college supervised fieldwork experience.
5. For administrative positions, the following information must be attached:
  - a. An official statement giving a detailed job description of the position.
  - b. Number of teachers/staff supervised by the administrator.
  - c. Organizational chart of school administration.
  - d. A copy of the administrator's daily schedule.
  - e. Date of appointment and, for public school services, a copy of the board resolution.

Signature of Chief School Officer \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
mo.                      day                      yr.

Please Print Administrator's Name:	*Administrative Title:
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Name of School District/Non-Public School: \_\_\_\_\_

Street Address:	City:	State:	Zip Code:
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\*If experience was earned in a public school the form must be signed by the **superintendent of schools**. For experience earned in other than a public school, the **chief school officer** of the school must sign this form.

**Please Note The Following:**

1. The Office of Teaching Initiatives will determine the appropriateness of professional education experience offered in lieu of the fieldwork required for the certificate.
2. Substitution of employment will be considered for the fieldwork requirement only on the basis of appropriate experience in which the applicant is legally employed according to current Regulations of the Commissioner of Education.
3. Two years of employment as a licensed teacher assistant may be considered in lieu of the fieldwork requirement.
3. This completed form must be shown to the applicant if requested.

Detach this form to take to your superintendent\* to fill out the gray section, and submit this with your application. (Only if you checked yes to question 15)

## ✓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 done the following:

- 1. I have paper clipped a Postal Money Order for the total application fee(s) to the front of the application. The postal money order is payable to the New York State Education Department (NYSED) with my name clearly printed on the money order. (Please do not staple.)
- 2. I have completed all appropriate sections of the application.
- 3. I have enclosed official transcripts of **all collegiate study**. Degree transcripts (e.g., Bachelor's, Master's) must show date of degree and grade point average.

*If applying for the first time:*

- Any credit transferred from one institution to another must be documented with transcripts from the institution at which the course was taken.

*If applying for Permanent certification(s) or additional certificate(s):*

- Submit undergraduate transcripts only if you
  - are applying for a Permanent career and technical certificate.
  - received Provisional certification based upon completion of a graduate program through a college recommendation.
- Transcripts submitted to the Office of Teaching Initiatives within the last 3 years need NOT be resubmitted.

- 4. I have enclosed copies of all pupil personnel, and/or administrative public school certificates issued by jurisdictions other than New York State.
- 5. I have enclosed the Substitution of Experience for College Supervised Fieldwork Form (Only if you checked Yes in the experience section 15 on page 4A).
- 6. I have enclosed photocopies of all other requested documents, such as registered nurse registration, certified social work registration, FAA airframe/power plant license, etc.
- 7. I have signed and dated the Affidavit in section 18.
- 8. My signature has been Notarized in section 19.
- 9. 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 12 of Certificate Guide for details.)
- 10. I have enclosed the Certification of Completion of the Child Abuse Identification training (if not previously submitted).
- 11. I have enclosed the Certification of Completion of the School Violence Prevention and Intervention training (if not previously submitted).
- 12. I have determined if I need to be fingerprinted.

*If you need to be fingerprinted:*

- I have mailed the completed Fingerprint Packet with consent form, two fingerprint cards and \$99.00 fee payable to NYSED, to the Fingerprint Processing Unit, NYSED, PO Box 7352, Albany, NY 12214-0349.

or

- I have requested a Fingerprint Packet. See page 14 of Certificate Application Guide.

or

- I was fingerprinted by NYCDOE and have filed an OSPRA 104 form with the New York City Department of Education at:  
Division of Human Resources  
Office of Personnel Investigation  
65 Court St.  
Brooklyn, New York 11201

- 13. I have placed all of the above in an envelope addressed to:



**New York State Education Department  
Office Of Teaching Initiatives  
P.O. Box 22064  
Albany, NY 12201**

or

If applying through a BOCES New York State Education Department Regional Certification Office, please send to that office. See page 4 of Certification Guide for list of BOCES and addresses.