SUMMER 2017 GRADUATES & PROGRAM COMPLETERS

Congratulations on completing a Queens College Education Program that leads to New York State Certification. Graduation or completion of an education program is not enough to become certified by the New York State Department of Education. You will need to be recommended for certification through the Teacher Certification Office and apply online on the NYSED TEACH System.

Please submit an INSTITUTIONAL RECOMMENDATION REQUEST FORM along with copies of the required seminars.

Seminars required for Queens College Institutional Recommendation:

For a first Initial, or Provisional Certification
- Copy of the Child Abuse Seminar
- Copy of the School Violence Seminar
- Copy of the DASA (Dignity for All Students Act) Seminar
- Copy of the School Safety Seminar
- Copy of the Alcohol and Drug Abuse Seminar

For an Additional, Professional, or Permanent Certification (you currently hold a valid Initial or Provisional Certificate)
- Copy of the DASA (Dignity for All Students Act) Seminar
- *Post Masters-Special Ed only: Copy of Autism Seminar

To register for seminars contact the QC Professional & Continuing Studies department – 718-997-5739

- Make sure all seminar copies are signed and dated (where it says Trainee’s Signature) and all information is filled out.
- Please submit copies of your seminars and keep the originals for your records.
- Documents can be scanned (no photos please) and emailed to tcert@qc.cuny.edu, or dropped off at the Teacher Certification Office.

The Teacher Certification Office cannot recommend you for certification until we have received all of the required documentation. For Summer 2017 the deadline to submit your Institutional Recommendation Request Form is August 17th (seminars will continue to be accepted until August 31st).

WE WILL BE RECOMMENDING YOU FOR CERTIFICATION AFTER YOUR DEGREE CONFERRAL / PROGRAM COMPLETION DATE IS POSTED ON YOUR TRANSCRIPT.

A Certification Handbook to guide you through the use of the TEACH system and entering an application, as well as program code and other information is available on our website - www.qc.cuny.edu/TeacherCertification

If you have any questions please contact the Teacher Certification Office.