Dear Graduates and 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 by the Queens College Teacher Certification Office, and enter an application for certification on the NYSED TEACH Online System.

In order to simplify the College Recommendation Request process and make it more accessible to students online you now have the ability to complete the College Recommendation Request Form and upload the required workshops on your Chalk and Wire account.

Please log-in to your Chalk and Wire account and look for the Teacher Certification folder in the Table of Contents.
Click on College Recommendation Request, follow the instructions to fill out the form, upload workshops, and submit the request.

Workshops required for Queens College Institutional Recommendation:

- Child Abuse workshop
- School Violence workshop
- DASA (Dignity for All Students Act) workshop
- *Special Education majors in a Post Master’s program must also submit the Autism workshop

- Before uploading workshops: Make sure all workshop certificate copies are signed and dated (where it says Trainee’s Signature) and all information is filled out, including your name and the last four digits of your social security number.
- If you do not have the copies of the workshop certificates you may upload the full page (your name must be visible) from your NYSED TEACH Account showing the completed workshops.
- ALL students must upload proof of completion of the required workshops.

Previous Graduates or students who do not have a Chalk and Wire Account:
Please email the PDF COLLEGE RECOMMENDATION REQUEST FORM along with copies of any required workshops to tcert@qc.cuny.edu. If the required workshops are posted on your NYSED TEACH Account you do not need to submit copies of them. If any or all of the workshops are not posted on your TEACH Account please scan and email a copy of the certificate of completion along with your Recommendation Request Form.
(Please do not email the request form if you have already submitted it through Chalk and Wire. For current students the preferred method of submission is through Chalk and Wire.)
We will be recommending you for certification after your Degree or Advanced Certificate is Awarded on your transcript.

The Teacher Certification Office cannot recommend you for certification until we receive your College Recommendation Request Form, proof that you completed all of the required workshops, and your Degree or Advanced Certificate conferral has been awarded on your transcript.

For conferral and processing timeline click link –
http://www.qc.cuny.edu/registrar/graduation/Pages/default.aspx

*Please note: You do not need to have your New York State Certification Examinations completed in order to receive College Recommendation.

You will find all the necessary information to apply for NYS certification on our website
www.qc.cuny.edu/TeacherCertification

If you have any questions or require assistance with submitting the Recommendation Request Form please email tcert@qc.cuny.edu.

If you require assistance with your Chalk and Wire account email ChalkAndWire@qc.cuny.edu.

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