



Teacher Certification Office
Powdermaker Hall, Room 100G
www.qc.cuny.edu/TeacherCertification
tcert@qc.cuny.edu

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](#).

You must submit a College Recommendation Request and proof of completion of 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 your workshop certificates you can upload the page from your NYSED TEACH Account showing the completed workshops (*your name must be visible*).
- **All students** are required to submit proof of workshop completion even if currently NYS Certified and/or enrolled in a Professional program.

For students who do not have a Chalk and Wire Account:

Please click the following link and submit the Microsoft Form – [College Recommendation Request](#). You can attach copies of the workshop certificates or a screenshot from your NYSED TEACH Account showing the completed workshops (please make sure your name is visible). *Do not submit the Microsoft form if you have already submitted, or will be submitting the request 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](#) see links –

<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.