Teacher Certification Office

tcert@qc.cuny.edu

www.qc.cuny.edu/TeacherCertification

INITIAL CERTIFICATION CHECKLIST

☐ Create a NYSED TEACH Online Services Account (http://www.highered.nysed.gov/tcert/teach/home.html)

☐ Complete Workshops Required for NYS Certification
  • Child Abuse Identification and Reporting [ ]
  • School Violence Prevention and Intervention [ ]
  • DASA (Dignity for All Students Act) [ ]

☐ Check TEACH Account for Fingerprint Clearance
  • NYS has fingerprint clearance [ ]
  • NYS does NOT have fingerprint clearance - Submit OSPRA 104 Form [ ]

☐ Take exams required for NYS Certification (www.nystce.nesinc.com)
  • Content Specialty Test (CST) [ ]
  • Educating All Students (EAS) [ ]
  • edTPA [ ]

During your final semester:

☐ Apply for Graduation on CUNYFirst (Including Advanced Certificate students)
  Graduation Application Deadlines:
    • FALL - November 1st
    • SPRING - March 1st
    • SUMMER - July 1st

☐ Submit a College Recommendation Request and proof of Workshop completion
  Submission dates:
    • FALL - November 15th-January 15th
    • SPRING - March 15th-June 1st
    • SUMMER - July 15th-August 15th

☐ Enter an Application for Certification on your NYSED TEACH Account

☐ Receive Degree Conferral – Your record has been reviewed by Degree Audit and Degree is awarded on your transcript
  Degree Conferral Dates:
    • FALL - January 1st
    • SPRING - June 1st
    • SUMMER - September 1st

☐ Receive College Recommendation – The College Recommendation will not be entered until after your Degree is conferred. College Recommendations can be viewed on your TEACH Account

☐ Check your TEACH Account to view Certification Application Status