

[Advancing from the Initial Certificate to the Professional Certificate:](#)

Certification Progression Pathway ([Individual Evaluation](#) - No Program Code)

This pathway is for individuals who hold a valid New York State entry-level certificate (Initial certificate).

They may progress to the advanced-level credential (Professional certificate) by meeting the requirements for that certificate.

Step 1 - Determine the correct pathway for your application

Pathway: Certificate Progression

Step 2 – Applying for your teacher certification

It is your responsibility to research the requirements and complete them in order to become certified. To apply for your certificate:

- Log into your TEACH account
- Update your personal profile
- Apply for your certificate
- Select B *"No, I have not completed, nor am I enrolled in, an Approved Teacher Preparation Program at a New York State College or University for this certificate and this type"*.
- Complete the application and pay the application fee (\$100)

Step 3 – Submit the necessary documentation.

The following must be submitted for all applications:

1. **Master's degree**
Submission of an official transcript containing a Master's degree conferral date.
2. **Verification of Experience form**
This form must be submitted by each of your previous employers: [Experience Verification Form](#)
3. **Mentored Experience**
If completed while employed by a New York State public school district, this statement must be entered onto your TEACH account electronically by the district office. Contact the district office for more information. All other information can be found here: [Mentoring FAQ](#)
4. **Workshops**
Information regarding workshops can be found at: [Workshops](#)
5. **Citizenship status**
Answer the Resident Status question in the Personal Information section of your TEACH account.

[Submitting Documents](#)

Step 4 – Check the status of your application.

After you submit your application, you must check its status throughout the review process (Account Information page, Certificates tab, View Evaluation History). A few notes on this:

- If your application history does not list a "Manual Evaluation", **then your application has not been evaluated yet.**
- College coursework, work experience and citizenship status (among other requirements) **are not verified until an evaluation has been completed.** If your application is "Ready for Review", it is in line to be evaluated and will be updated accordingly when the evaluation is complete.
- Check your account to see when documentation has been entered (Account Information page, highlight all options).
- Monitor the status of your application regularly (Account Information page, Certificates section).
- You must check the status of your application prior to calling the Office of Teaching Initiatives office. **Average processing time for an application is 8 to 16 weeks.**
- [Check Status of Application](#)