

## INITIAL CERTIFICATE CHECKLIST ✓

### ☐ Create a NYSED TEACH Online Account

<https://www.highered.nysed.gov/tcert/teach/>

### ☐ Complete the NYS Required Workshops

- Child Abuse Identification and Reporting
- School Violence Prevention and Intervention
- DASA (Dignity for All Students Act)

- \* Post Master's Special Education

  - Autism Workshop

<https://www.highered.nysed.gov/tcert/certificate/workshops-required-for-educator-certification.html>

### ☐ Check TEACH Account for Fingerprint Clearance

Go to *TEACH Home > Account Information > Fingerprinting*

- "We have received your fingerprint information from NYC"
- OR "Your DCJS and FBI results have been received"

If TEACH does **not** have your fingerprint information submit an OSPRA 104 form -

<https://www.nysed.gov/sites/default/files/ospra104.pdf>

### ☐ Take Exams Required for NYS Certification <https://www.nystce.nesinc.com/>

#### Classroom Teacher

- Content Specialty Test (CST)
- Educating All Students (EAS)

#### School Counselor

- Content Specialty Test (CST)

#### Speech Language Pathology

- Educating All Students (EAS)

#### School Building Leader

- Educating All Students (EAS)
- SBL Assessment Part 1 & 2

#### School Psychology

*Provisional Certificate*  
*No Exams*

#### Bilingual Extension

- Bilingual Education Assessment (BEA)

## DURING YOUR FINAL SEMESTER

### ☐ Apply for Graduation on CUNYFirst (Degree & Advanced Certificate completers must apply)

Graduation Application Deadlines: Spring – March 1<sup>st</sup> / Summer – July 1<sup>st</sup> / Fall – November 1<sup>st</sup>

<https://www.qc.cuny.edu/qchub/registrar/graduation-diplomas-degreeworks/>

### ☐ Submit a College Recommendation Request

Check your QC-Email for messages about recommendation & certification

<https://www.qc.cuny.edu/academics/se/college-recommendation/>

## AFTER YOUR FINAL SEMESTER IS COMPLETED

### ☐ Receive Degree Conferral and College Recommendation

Your record will be reviewed by Degree Audit and the degree/advanced certificate will be "**Awarded**" on your transcript. After the degree/advanced certificate has been awarded on your transcript the College Recommendation will be entered on your TEACH Account. To view the recommendation on your TEACH Account go to *TEACH Home > Account Information > College Recommendations*.

### ☐ Enter an Application for Certification on your NYSED TEACH Account

<https://www.highered.nysed.gov/tcert/certificate/apply.html>

### ☐ Check your TEACH Account to View Application Status or Issued Certificate

<https://www.highered.nysed.gov/tcert/certificate/status.html>

*TEACH Home > Account Information > Certificates*