



CERTIFICATION CHECKLIST

BEFORE STUDENT TEACHING

<input type="checkbox"/> Create a NYSED TEACH Online Account highered.nysed.gov/tcert/teach
<input type="checkbox"/> Complete the New York State Mandated Workshops <ul style="list-style-type: none"> ○ Child Abuse Identification (Second Update) *Updated Sept. 1, 2025 ○ School Violence Prevention and Intervention ○ Dignity for All Students Act (DASA) qc.cuny.edu/academics/se/workshop-information

DURING YOUR FINAL SEMESTER

<input type="checkbox"/> Apply for Graduation on CUNYFirst (Degree & Advanced Certificate completers must apply) Graduation Application Deadlines: Spring – March 1 st / Summer – July 1 st / Fall – November 1 st qc.cuny.edu/registrar/graduation-diplomas-degreeworks
<input type="checkbox"/> Submit a College Recommendation Request Check your QC-Email for messages about recommendation & certification qc.cuny.edu/academics/se/college-recommendation

ADDITIONAL REQUIREMENTS FOR CERTIFICATION (WILL NOT AFFECT PROGRAM COMPLETION OR RECOMMENDATION)

<input type="checkbox"/> New York State Teacher Certification Exams nystce.nesinc.com <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; padding-bottom: 10px;"> Classroom Teacher <ul style="list-style-type: none"> ○ Content Specialty Test (CST) ○ Educating All Students (EAS) </td><td style="width: 33%; padding-bottom: 10px;"> School Counselor <ul style="list-style-type: none"> ○ Content Specialty Test (CST) </td><td style="width: 33%; padding-bottom: 10px;"> Speech Language Pathology <ul style="list-style-type: none"> ○ Educating All Students (EAS) </td></tr> <tr> <td style="width: 33%; padding-bottom: 10px;"> School Building Leader <ul style="list-style-type: none"> ○ Educating All Students (EAS) ○ SBL Assessment Part 1 & 2 </td><td style="width: 33%; padding-bottom: 10px;"> School Psychology <i>Provisional Certificate</i> No Exams </td><td style="width: 33%; padding-bottom: 10px;"> Bilingual Extension <ul style="list-style-type: none"> ○ Bilingual Education Assessment (BEA) </td></tr> </table>	Classroom Teacher <ul style="list-style-type: none"> ○ Content Specialty Test (CST) ○ Educating All Students (EAS) 	School Counselor <ul style="list-style-type: none"> ○ Content Specialty Test (CST) 	Speech Language Pathology <ul style="list-style-type: none"> ○ Educating All Students (EAS) 	School Building Leader <ul style="list-style-type: none"> ○ Educating All Students (EAS) ○ SBL Assessment Part 1 & 2 	School Psychology <i>Provisional Certificate</i> No Exams	Bilingual Extension <ul style="list-style-type: none"> ○ Bilingual Education Assessment (BEA)
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<input type="checkbox"/> New York State Fingerprint Clearance Go to <i>TEACH Home > Account Information > Fingerprinting</i> You should have one of the following statements on your TEACH account: <ul style="list-style-type: none"> ○ We have received your fingerprint information from NYC (OSPRA 104) ○ Your DCJS and FBI results have been received 						

AFTER YOUR FINAL SEMESTER IS COMPLETED

<input type="checkbox"/> Receive Degree Conferral and College Recommendation qc.cuny.edu/academics/se/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 <i>TEACH Home > Account Information > College Recommendations</i> .
<input type="checkbox"/> Enter an Application for Certification on your NYSED TEACH Account highered.nysed.gov/tcert/certificate/apply
<input type="checkbox"/> Check your TEACH Account to View Application Status or Issued Certificate highered.nysed.gov/tcert/certificate/status <i>TEACH Home > Account Information > Certificates</i>