



CERTIFICATION CHECKLIST

BEFORE STUDENT TEACHING

- ☐ **Create a NYSED TEACH Online Account**
highered.nysed.gov/tcert/teach
- ☐ **Complete the New York State Mandated Workshops**
 - Child Abuse Identification and Reporting – Second Update (9/1/2025)
 - School Violence Prevention and Intervention (SAVE)
 - Dignity for All Students Act (DASA)qc.cuny.edu/academics/se/workshop-information

DURING YOUR FINAL SEMESTER

- ☐ **Apply for Graduation on CUNYFirst** (Degree & Advanced Certificate completers must apply)
Graduation Application Deadlines: Spring – March 1st / Summer – July 1st / Fall – November 1st
qc.cuny.edu/qchub/registrar/graduation-diplomas-degreeworks
- ☐ **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)

- ☐ **New York State Teacher Certification Exams** 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)
- ☐ **New York State Fingerprint Clearance**
Go to *TEACH Home > Account Information > Fingerprinting*
You should have one of the following statements on your TEACH account:
 - **We have received your fingerprint information from NYC (OSPRA 104)**
 - **Your DCJS and FBI results have been received**

AFTER YOUR FINAL SEMESTER IS COMPLETED

- ☐ **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 *TEACH Home > Account Information > College Recommendations*.
- ☐ **Enter an Application for Certification on your NYSED TEACH Account**
highered.nysed.gov/tcert/certificate/apply
- ☐ **Check your TEACH Account to View Application Status or Issued Certificate**
highered.nysed.gov/tcert/certificate/status
TEACH Home > Account Information > Certificates