



INITIAL CERTIFICATION CHECKLIST

Create a New York State Education Department TEACH Online Services Account

<http://www.highered.nysed.gov/tcert/teach/home.html>



Workshops required for NYS certification

- Child Abuse Identification and Reporting (CAR)
- School Violence Prevention and Intervention (SAVE)
- DASA (Dignity for All Students Act)
- For Students who graduated prior to 1/1/2020*
School Safety Seminar
- Alcohol & Drug Abuse Seminar

Fingerprint Clearance

- Fingerprint clearance appears on your NYSED TEACH Account
- Your Fingerprint information was NOT received by NYS - Fill out an OSPRA 104 Form

Exams required for NYS certification

- CST - Content Specialty Test
- EAS - Educating All Students
- edTPA

FINAL SEMESTER

Apply for Graduation on CUNYFirst

Applied for graduation

Request College Recommendation from the Teacher Certification Office

- Submit a College Recommendation Request Form
- Submit copies of required workshop certificates

Completed a NYS Approved Teacher Preparation Program

Degree Conferral is posted on your Transcript -
View Student Transcript on CUNYFirst

Receive Queens College Recommendation

Check your TEACH Account to view
College Recommendations

Enter an application for initial certification on your TEACH Online Services Account

- Application completed
- Check Application Status - View Evaluation History
- Certification Issued



Apply for Graduation / Degree Date

Fall: By November 1 / January 1
Spring: By March 1 / Date of Commencement
Summer: By July 1 / September 1

Recommendation Request & Seminar Submission Dates

Fall: November 15 – January 15
Spring: March 15 – June 1
Summer: July 15 – August 15

Processing Timeline (Expect Recommendation by:)

Fall: April 15
Spring: August 15
Summer: November 1