

## **Certificate Progression Directions:**

These directions are for those candidates who wish to progress their Initial certification to Professional using a master's degree in a different teachable content area:

You won't need a program code to progress your Initial certificate to Professional because you will not be recommended for this certificate. Instead, you'll apply for it separately on your Teach Account, using the "Certificate Progression Pathway."

Start by accessing your TEACH account and applying for the Teaching Certificate at <http://www.highered.nysed.gov/tcert/teach/login.html>

When the application asks for a Program Code and if you are in an Approved Teacher Preparation Program, answer "No" (not for this certificate) and click "Next" and then choose the Certificate Progression Pathway. When you are asked if you'd like Interstate Reciprocity, check "No" and click "Next" again. Then you'll need to choose whether you want NYSED or your local BOCES to evaluate your application.

Once you've activated your application with your credit card payment, contact the registrar's office of each college/university you attended and ask that they submit official transcripts to NYSED at:

Certification Unit  
Office of Teaching Initiatives  
New York State Education Department  
89 Washington Ave., 5N Education Building  
Albany, New York 12234

If you choose a regional BOCES office to evaluate your transcripts, send them to that office instead of NYSED. Here's the list of addresses:

<http://www.highered.nysed.gov/tcert/certificate/regionalcenters.html>

And here is the link to the standard SUNY New Paltz's transcript request:

<http://www.newpaltz.edu/registrar/transcripts.html>

You will also need to provide verification of your Teaching and Mentored Experiences for Professional certification:

**Classroom teaching experience** includes experience earned in a public or approved nonpublic preschool or elementary, middle, or secondary school in the subject area of the certificate, and should be verified by the school on the form below. Experience that is not full time may be credited on a prorated basis. Teaching assistant experience is not applicable to this requirement. Note: - Teachers working as substitutes in numerous districts may wish to have each district verify the experience on a separate form. Here's the link to the new experience form:

<http://www.highered.nysed.gov/tcert/pdf/ot37permprof.pdf>

Don't forget to enter this same information on your Teach Account under "Self-Reported Occupational Experience," so that it will match the documentation.

And here's some info on the Mentored Experience: "Mentored experience" refers to the guidance and

professional support that experienced, certified teachers provide to new teachers in their first year of teaching in a public school. Documentation of the mentored experience must be provided by the superintendent of the employing school district. For more information, visit:

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

Here's the link for the form and address if you want it to go by mail:

<http://www.highered.nysed.gov/tcert/pdf/otmentoredexp.pdf>

School districts are now able to verify the completion of the Mentored Experience requirement for Professional Certification on TEACH. More information may be found at:

<http://www.highered.nysed.gov/tcert/resteachers/mentoring.html>