

Professional Certification Requirements:

In addition to completing your master's degree, you'll 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/ot-verificationexperience-permpps-profclassroom-accessible-accessible.pdf>

While your teaching experience of 3 years/540 days for your first Professional certificate is supposed to be in the subject area of the certificate, if you have more than one certificate, the service under one of them may be used to fulfill the experience requirement for all the other Professional teaching certificates. For more information on this, here's the link to the updated information on the criteria for your Professional experience requirement:

<http://www.highered.nysed.gov/tcert/ctexp.html>
<http://www.highered.nysed.gov/tcert/pdf/experiencerequirements.pdf>

An individual who holds more than one classroom teaching certificate may meet the three-year experience requirement with any three years of classroom teaching experience. For instance, a teacher who holds the Childhood Education (Grades 1-6) and English 7-12 certificates could satisfy the experience requirement for both certificates by teaching for three years in an elementary classroom, three years as a secondary English teacher, or a combination of both.

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

Please send documentation to NYSED to complete your application following these guidelines:
<http://www.highered.nysed.gov/tcert/teach/submitdocs.html>

In addition to documenting your teaching experience, you'll also need to provide verification of your **Mentored Experience** for Professional certification:

The "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, please visit:

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

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>

And here's the link for the form and address if you wish to send it by mail:

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

Mentored Experience Waiver: If you haven't had a Mentored Experience, because you have been teaching as a substitute or in a non-public school, or because it wasn't offered by the school, you should send a brief email to NYSED requesting an exemption. Here's their email interface:

<http://www.forms2.nysed.gov/ohe/tcert/ContactOTI.cfm>

Select "Mentoring Requirement" from the drop down list and click "Submit," then fill in all the information requested before stating your situation.

Before requesting the waiver, however, be sure to apply for your Professional certificate first.