

Certificate Progression Directions:

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

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/>

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. (Most people go with NYSED, unless they know or were referred to their local BOCES Regional Certification Officer.)

Once you've activated your application with your credit card payment, contact the registrar's office of the university where you completed your master's degree 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. 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-verifexper-provperm-ext-soce.pdf>

Note: All paid experience must now be verified by your employer:

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

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

Mentored Experience: 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, visit:

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

School districts are now supposed 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>

Here's the link for the form and address, if your school district wants to send it by mail:

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

Please send documentation to NYSED to complete your application following these guidelines:

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