

Certificate Progression Directions:

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

You won't need or use 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/>

Application Directions for Professional certification:

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 their school district referred them to a local BOCES Regional Certification Officer.)

Next Steps:

Once you've activated your application with your credit card payment, you'll need to do three more things to complete the requirements for Professional certification, documenting proof of the following:

A completed master's degree

540+ days of teaching experience

And a 1-year mentoring experience

Master's Degree for Professional certification:

Please contact the registrar's office of the university where you completed your master's degree and ask that they submit official transcripts to NYSED.

Electronic transcripts from a third-party are now acceptable by NYSED:

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

*****FOR SUNY New Paltz Master's Degree Graduates:** If you completed your master's degree at SUNY New Paltz, please send transcripts to NYSED using our transcript request website:

<https://www.newpaltz.edu/registrar/obtaining-transcripts/#d.en.74980>

Be sure to select NYSED OTI during the ordering process for the needed cover page to automatically go with the transcript containing your full DOB and the last four digits of your SSN. [Since NYSED OTI is not a participant with Parchment, they require paper copies with the

cover sheet.] You will need to select this option from the drop-down menu by choosing "select application service" and then choosing "NYSED - Office of Teaching Initiatives." If you manually enter the address, the cover page will not accompany the transcript, and then it will not be accepted for these purposes.

(If your transcript is issued under a different name, or will not include the identifiers listed above, you should ask the Registrar to include a cover letter with the required information.)

*****FOR Master's Degree Graduates From Other Institutions:** Here is NYSED's address for your transcript requests:

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

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

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

Teaching Experience for Professional certification:

Classroom teaching experience includes experience earned while certified in a public or approved nonpublic preschool or elementary, middle, or secondary school. Experience that is not full time may be credited on a prorated basis.

New York State employers with access to the TEACH Online System should complete a Superintendent Statement (Verification of Teaching Experience) directly onto the applicant's TEACH account. Teachers working as substitutes in numerous districts may wish to have each district verify their experiences on their TEACH Account.

(Teaching assistant experience is not applicable to this requirement.)

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

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

For nonpublic or non-NYS employers, one of the following individuals must complete and submit the Professional Experience form below: Superintendent, Superintendent's designee, Director of Human Resources, Chief School Officer of the approved non-public/independent school. (In the case of Speech and Language Disabilities or Students with Disabilities, the authorized official listed by the approved contracting agency can also fill out the form.)

Here's the link to the Professional experience form for "other employers:"

<https://www.highered.nysed.gov/tcert/pdf/ot-verifexper-teacher.pdf>

For more information on the Professional Experience Requirement, please go to:

<http://www.highered.nysed.gov/tcert/certificate/exp/classroom-professional.html>

Mentored Experience for Professional certification:

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 NYS public school. (This requirement is waived for approved nonpublic or non-NYS schools.) The mentored experience must be verified by the superintendent of the employing school district directly onto the applicant's TEACH Account.

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

For Frequently Asked Questions on the Mentoring Requirement, please visit:

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

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

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

And here is NYSED's recap of what you'll need for Advancing from the Initial Certificate to the Professional Certificate:

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