

STEPS FOR Professional Certification (Initial to Professional):

- 1) Recommendation from your approved teacher preparation program (BardMAT)-already done
- 2) Log in to the TEACH system (remember that) and apply and pay for your Professional Certification. Be sure you select via approved teacher preparation program. <http://www.highered.nysed.gov/tcert/teach/>. The code to be used is 29070.
- 3) Paid, full-time classroom teaching experience (3 years) (you can contact NYSED if you have not been teaching full time or have been substituting to see what will count toward this experience). www.nysed.gov
- 4) Mentored Experience (1 year)- This refers to the guidance and professional support that experienced, certified teachers/school building leaders provide to new teachers in their first year of teaching in a public school. Completion of the **mentored experience must be verified by the superintendent** of the employing school through TEACH system by entering the superintendent statement and selecting "Verification of Mentoring". More information for your superintendent can be found here (although in theory they should be well aware of this requirement): <http://www.highered.nysed.gov/tcert/resteachers/mentoring.html>
- 5) NYSED has a new workshop that is required of all teachers- in service and pre-service. If you have not done it, you must for your professional. It is the **Dignity for All Students Act training** and you can find providers here: <http://www.highered.nysed.gov/tcert/certificate/dasa-applicant.html>.

Experience Requirements for Professional Certification

Excerpted from:

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

All experience must be verified by your employer using the Verification of Paid Experience for Professional Classroom Teaching Certificates which can be found HERE: <http://www.highered.nysed.gov/tcert/pdf/ot39.pdf>

Mentoring Requirement:

“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. In order to receive professional certification, completion of mentored experience requirement must be verified by the superintendent of the employing school district through the TEACH Online System or using this form: <http://www.highered.nysed.gov/tcert/pdf/otmentoredexp.pdf>

Experience Requirement- Classroom Teaching:

For professional, you need to complete three years of full-time experience or the equivalent in the title of the certificate, as defined below:

Acceptable Settings for Classroom Teaching Experience:

In addition to NYS public or non-public schools, the following are examples of acceptable settings where employment as a Head Teacher or a primary classroom teacher would be acceptable:

- Licensed day care center
- Registered, non-public nursery school or kindergarten
- Universal Pre-K (UPK)
- Hospital or correctional facility with a K-12 educational program
- Homebound teaching
- Charter school
- Public or private schools not in NYS, even if not in the USA. The school must be recognized by the public school district or other government entity in which it is located.
- Peace Corps service as long as the teacher submits an abstract of services provided by the Peace Corps

NOTE: Teaching experience MUST be in the area/ level of the certificate held in order to be valid and acceptable.

If your total experience is from more than one school, not consecutive days, or part-time, you will need to submit a letter from your Human Resources director or school administrator verifying the total number of days taught each school year. The letter must distinguish between full time and part time days and verify the grade level and subject taught.

Acceptable Classroom Teaching Experience includes:

Within NYS Public Birth – Grade 12 Schools . . .

- Paid experience as a teacher in the public schools of NYS, while holding the appropriate certification.
- Paid experience, in the title of the certificate sought, as a teacher in recognized private schools.
- Paid substitute-teaching experience, both day-to-day (per diem) and long term is acceptable if it meets the general requirements listed above and is in accordance with regulation. Make sure to keep track of the days you teach each subject.

- Alternative education teaching to the NYS Learning Standards, to students who remain on the day school record.
- Teaching college courses (Advanced Placement) in high school as a NYS certified teacher employed by the high school and certified in the appropriate area.

Outside of NYS Public Birth – Grade 12 Schools . . .

- A certificate holder who is employed by an organization/ district as a tutor during the regular school day working with students in a home, hospital or school setting, teaching content as required by NYS Learning Standards where a certificate is required by the NYS Commissioner’s Regulations. The tutor must be the teacher of record.
- Teaching at the Department of Corrections, Division for Youth, or Office of Mental Retardation/ Developmental Disabilities with a State approved educational program, while holding the appropriate certificate.

Unacceptable Classroom Teaching Experience includes:

- Teaching assistant experience
- Teaching a subject different than the certificate title
- Tutoring in an after school program
- Private Tutoring
- Home Schooling
- Teaching at the college level, or teaching college students high school level courses
- Teaching high school students at the college level as an individual employed by the college
- Student teaching experience
- Volunteer teaching experience
- Coaching
- Employment by museums, nature centers, zoos, camps, etc. as personnel (guides, instructors, counselors, scientists)