

CERTIFICATION MEMO

ATTENTION: Warner School Students Applying for Certification in New York State 2007-2008

- Attached is the Memorandum on Certification. It outlines procedures necessary for the University of Rochester to recommend you for certification to the State of New York in the following fields: teaching, school counseling, and administration.
- The attached memo lists requirements for certification as well as information on these requirements. Please consult the index printed on the first page of the memo for fourteen certification topics and their relevant page numbers.
- The Warner School's online recommendation to New York State for your certification must be initiated by you. The document that contains all details and instructions for online application for certification is entitled Students Applying for New York State Certification in Teaching, School Counseling, and Administration. This document is available in the Office of Student Services, at the Warner School reception window, and on the Warner website.
- Please submit your required materials (see document listed in the paragraph above) to Brenda Grosswirth towards the end of your degree or certification program. However, the fingerprint supported background check forms must be completed and submitted directly to the State at the beginning of your program. Fingerprint packets are available in the Office of Student Services and at the Warner School reception window.

Please telephone me, Brenda Grosswirth, at 585-275-1009 if you have questions about anything contained in this memorandum.

MEMORANDUM ON CERTIFICATION

To: Students in Programs Leading to Certification

From: Brenda Grosswirth, Administrator and Certification Officer

Date: August 2007

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1. **Requirements for Teaching Certification** (*pages 2-6*)
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1. **REQUIREMENTS FOR TEACHING CERTIFICATION**

a. Requirements for “new” teachers seeking their first INITIAL certification

The following are required for the University of Rochester to recommend you for INITIAL certification to the New York State Department of Education:

- ◆ Conferral of an appropriate graduate degree from the University of Rochester.
- ◆ Completion of a Warner School certification program that has been accredited by New York State.
- ◆ *For specialists only:* Completion of at least 30 credit hours in the subject area of certification.
- ◆ Completion of two semesters of college-level courses in **one** foreign language (e.g., two semesters of French or two semesters of Spanish), or otherwise demonstrated proficiency in a language other than English. Completion of two college-level semesters of American Sign Language is also acceptable. **(See page 15 of this memo for information on equivalency exams.)**

(If you have not completed the foreign language requirement before matriculating into a Warner School degree program, you may take college-level foreign language courses at the University of Rochester [or at any other institution] while completing program requirements or after completing program requirements. If you take these courses at an institution other than the University of Rochester, an official transcript of the coursework must be submitted to me, along with other required materials, at the conclusion of your degree and/or certification program.)

- ◆ Completion of a workshop on recognizing the signs of child abuse. (See page 14 of this memo.) **Online workshops will not fulfill this requirement.**
- ◆ Completion of a workshop on school violence prevention and intervention. (See pages 14-15 of this memo.) **Online workshops will not fulfill this requirement.**

- ◆ Fulfillment of the requirement of a fingerprint-supported background check—**to be completed and submitted directly to the State at the beginning of your program. Packets are available in the Office of Student Services and at the Warner School reception window.** (See pages 15-16 of this memo.)
- ◆ Completion of the following New York State Teacher Certification Examinations:
 - LAST (Liberal Arts and Science Test)
 - ATS-W (Assessment of Teaching Skills-Written):
 - Elementary ATS-W (for *Early Childhood and Childhood*)
 - Secondary ATS-W (for *Middle Childhood and Adolescence*)
 - Elementary or Secondary ATS-W (for *ESOL*)
 - CST (Content Specialty Test):
 - For *Middle Childhood, Adolescence, and ESOL*: CST in the area of certification
 - For *Early Childhood or Childhood*: CST in “Multisubject”
 - For *Inclusion*: Both the CST in “Students with Disabilities” and the CST in the related subject area
 - For *Reading*: CST in “Literacy”

Please note: After receiving INITIAL certification, students have five years to apply for PROFESSIONAL certification. Students who are unable to secure a regular full-time position during the five-year period must apply to the New York State Education Dept. for an extension. (See “Re-application for an Expired Initial Teaching Certificate” on page 18.)

Please understand that certification recommendation to the State can be made only after your degree is conferred (i.e., in October, March, or May), not after degree and certification requirements are complete. If, before degree conferral, you need letters confirming your completion of degree and/or certification requirements, I will be glad to write these letters. Please follow the instructions for “Confirmation Letters” on pages 9-10.

b. Requirements for teachers seeking PROFESSIONAL certification

The following are required for the University of Rochester to recommend you for PROFESSIONAL teaching certification to the New York State Department of Education:

- ◆ Proof of lawful permanent resident status if not a U.S. citizen. (See page 16 of this memo.)

- ◆ Conferral of an appropriate graduate degree from the University of Rochester.
- ◆ Satisfactory completion of all requirements for INITIAL teaching certification.
- ◆ Three years of regular, paid, full-time teaching experience, of which the first should be mentored.

Please note: After receiving INITIAL certification, students have five years to apply for PROFESSIONAL certification. Students who are unable to secure a regular full-time position during the five-year period must apply to the New York State Education Dept. for an extension. (See “Re-application for an Expired Initial Teaching Certificate” on page 18.)

Please understand that certification recommendation to the State can be made only after your degree is conferred (i.e., in October, March, or May), not after degree and certification requirements are complete. If, before degree conferral, you need letters confirming your completion of degree and/or certification requirements, I will be glad to write these letters. Please follow the instructions for “Confirmation Letters” on pages 9-10.

c. Requirements for teachers seeking INITIAL certification in a NEW subject area.

The following are required for the University of Rochester to recommend you to the New York State Department of Education for INITIAL certification in a NEW subject area:

- ◆ Conferral of an appropriate graduate degree.
- ◆ Completion of a Warner School certification program that has been accredited by New York State.
- ◆ Completion of a workshop on recognizing the signs of child abuse (if it has not been completed). (See page 14 of this memo.) **Online workshops will not fulfill this requirement.**
- ◆ Completion of a workshop on school violence prevention and intervention (if it has not been completed). (See pages 14-15 of this memo.) **Online workshops will not fulfill this requirement.**

- ◆ Fulfillment of the requirement of a fingerprint-supported background check (if not already completed) — **to be completed and submitted directly to the State at the beginning of your program if one is not already on file with the State. Packets are available in the Office of Student Services and at the Warner School reception window.** (See pages 15-16 of this memo.)
- ◆ Completion of the following New York State Teacher Certification Examinations:
 - LAST (Liberal Arts and Science Test)
 - ATS-W (Assessment of Teaching Skills-Written):
 - Elementary ATS-W (for *Early Childhood and Childhood*)
 - Secondary ATS-W (for *Middle Childhood and Adolescence*)
 - Elementary **or** Secondary ATS-W (for *ESOL*)
 - CST (Content Specialty Test):
 - For *Middle Childhood, Adolescence, and ESOL*: CST in the area of certification
 - For *Early Childhood or Childhood*: CST in "Multisubject"
 - For *Inclusion*: Both the CST in "Students with Disabilities" and the CST in the related subject area
 - For *Reading*: CST in "Literacy"

Please note: After receiving INITIAL certification, students have five years to apply for PROFESSIONAL certification. Students who are unable to secure a regular full-time position during the five-year period must apply to the New York State Education Dept. for an extension. (See "Re-application for an Expired Initial Teaching Certificate" on page 18.)

Please understand that certification recommendation to the State can be made only after your degree is conferred (i.e., in October, March, or May), not after degree and certification requirements are complete. If, before degree conferral, you need letters confirming your completion of degree and/or certification requirements, I will be glad to write these letters. Please follow the instructions for "Confirmation Letters" on pages 9-10.

d. Requirements for current teachers seeking PERMANENT certification in their subject area.

The following are required for the University of Rochester to recommend you for PERMANENT certification to the New York State Department of Education:

- ◆ Proof of lawful permanent resident status if not a U.S. citizen. (See page 16 of this memo.)

- ◆ Conferral of an appropriate graduate degree from the University of Rochester.
- ◆ Satisfactory completion of all requirements for PROVISIONAL certification.
- ◆ Completion of two years of regular, full-time teaching experience.
- ◆ Completion of a workshop on recognizing the signs of child abuse (if it has not been completed).
- ◆ Completion of a workshop on school violence prevention and intervention (if it has not been completed).
- ◆ Completion of the following New York State Teacher Certification Examinations:
 - CST (Content Specialty Test) in area of certification
 - ATS-P Video (Assessment of Teaching Skills-Performance)

Please note: Persons who have PROVISIONAL certification and are seeking PERMANENT certification are excused from the requirement of a fingerprint-supported background check.

Please understand that certification recommendation to the State can be made only after your degree is conferred (i.e., in October, March, or May), not after degree and certification requirements are complete. If, before degree conferral, you need letters confirming your completion of degree and/or certification requirements, I will be glad to write these letters. Please follow the instructions for "Confirmation Letters" on pages 9-10.

2. REQUIREMENTS FOR CERTIFICATION IN SCHOOL COUNSELING

a. Requirements for Provisional Certification in School Counseling

The following are required for the University of Rochester to recommend you for PROVISIONAL certification in School Counseling to the New York State Department of Education:

- ◆ Conferral of the degree Master of Science in School Counseling from the University of Rochester.
- ◆ Completion of a workshop on recognizing the signs of child abuse. (See page 14 of this memo.) **Online workshops will not fulfill this requirement.**

- ◆ Completion of a workshop on school violence prevention and intervention. (See pages 14-15 of this memo.) **Online workshops will not fulfill this requirement.**
- ◆ Fulfillment of the requirement of a fingerprint-supported background check (if not already completed) — **to be completed and submitted directly to the State at the beginning of your program. Packets are available in the Office of Student Services and at the Warner School reception window.** (See pages 15-16 of this memo.)

Please note: After receiving provisional certification, students have five years to apply for PERMANENT certification.

Please understand that certification recommendation to the State can be made only after your degree is conferred (i.e., in October, March, or May), not after degree and certification requirements are complete. If, before degree conferral, you need letters confirming your completion of degree and/or certification requirements, I will be glad to write these letters. Please follow the instructions for “Confirmation Letters” on pages 9-10.

b. Requirements for Permanent Certification in School Counseling

The following are required for the University of Rochester to recommend you for PERMANENT certification in School Counseling to the New York State Department of Education:

- ◆ Proof of lawful permanent resident status if not a U.S. citizen. (See page 16 of this memo.)
- ◆ Previous recommendation by the University of Rochester for Provisional Certification in School Counseling (i.e., conferral of the degree Master of Science in School Counseling, along with completion of all requisite workshops and a fingerprint-supported background check).
- ◆ Completion of two years of regular, paid, full-time counseling in a school setting.
- ◆ Completion of additional counseling coursework at the Warner School, to be determined in consultation with the Program Chair of Counseling and Human Development. Sixty (60) graduate credit hours are required for permanent certification in counseling.

Please note: After receiving provisional certification, students have five years to apply for PERMANENT certification.

3. **REQUIREMENTS FOR ADMINISTRATIVE CERTIFICATION**

a. **Requirements for Initial S.B.L. (School Building Leader) Certification**

The following are required for the University of Rochester to recommend you for INITIAL S.B.L. certification to the New York State Department of Education:

- ◆ Conferral of a degree or program in Administration from the University of Rochester that includes S.B.L. certification.
- ◆ Completion of a master's degree.
- ◆ Completion of a workshop on recognizing the signs of child abuse. (See page 14 of this memo.) **Online workshops will not fulfill this requirement.**
- ◆ Completion of a workshop on school violence prevention and intervention. (See pages 14-15 of this memo.) **Online workshops will not fulfill this requirement.**
- ◆ Fulfillment of the requirement of a fingerprint-supported background check (if not already completed) — **to be completed and submitted directly to the State at the beginning of your program. Packets are available in the Office of Student Services and at the Warner School reception window.** (See pages 15-16 of this memo.)
- ◆ "Approved Experience"—that is, three years of teaching, administrative/supervisory, or pupil personnel services experience; or three years of a combination of teaching, administrative/supervisory, and pupil personnel services experience.

b. **Requirements for Professional S.D.L. (School District Leader) Certification**

The following are required for the University of Rochester to recommend you for PROFESSIONAL S.D.L. certification to the New York State Department of Education:

- ◆ Conferral of a degree or program in Administration from the University of Rochester that includes S.D.L. certification.
- ◆ Proof of lawful permanent resident status if not a U.S. citizen. (See page 16 of this memo.)
- ◆ Satisfactory completion of all requirements for the S.B.L.. initial certificate.

- ◆ A total of 60 graduate credit hours beyond the baccalaureate degree, 24 of which must be strictly in Administration.

c. Application for School Administrator and Supervisor, and School District Administrator

If you have completed an S.A.S. or S.D.A. certification program, you may apply for New York State certification by doing the following:

Contact a BOCES Regional Certification Office. Regional Certification Officers work directly with Certification Specialists in the Office of Teaching at the State Education Department (SED). Regional Certification Officers can assist applicants by responding to questions and by processing applications for certification. Applications and materials evaluated by Regional Certification Office staff will be given priority status in the Office of Teaching in the State Department of Education.

4. Confirmation Letters

If, during the interim period between the completion of certification and/or degree requirements and the conferral of a degree, you need proof that you have completed certification and/or degree requirements, I will be glad to provide as many "confirmation letters" as you require. If you require "confirmation letters" at any other time, I will be glad to provide these as well.

(Confirmation Letters, continued on next page.)

You must request confirmation letters in writing or by E-mail, and the following items must be included in your request to me. If you request additional letters or revised letters, these additional requests must also be made in writing or by E-mail.

- your full name
- your student ID number
- home address (including zip code) and phone number (with area code)
- work address (including zip code) and phone number (with area code)
- your degree (e.g., M.S. or M.A.T.)
- your degree program (e.g., Teaching & Curriculum, School Counseling, etc.)
- your certification area(s) (e.g., Biology, Math, etc.) and grade levels
- both the area of certification and grade levels included in your additional certification (if you have completed an additional certification)
- exactly what you wish to be confirmed (e.g., completion of degree requirements or completion of certification requirements), **along with a date for completion of requirements**
- the number of confirmation letters you wish to be mailed to you
- the address to which the letters should be mailed
- whether you need Warner School letter-sized envelopes, and if so, how many

Please note that confirmation letters will **not** be addressed or mailed to specific individuals or institutions. Rather, they will be addressed "To whom it may concern," and mailed to the address you provide. The letters will be printed on official Warner School letterhead stationery, and will be signed by me as Administrator and Certification Officer.

Please forward your requests for confirmation letters to me at the following address: Warner School, Dewey Hall, Box 270425, University of Rochester, Rochester, NY 14627; or at bgrosswirth@warner.rochester.edu.

5. **New York State Teacher Certification Examinations**
(for teaching certification only)

a. **Registration Bulletins**

Registration Bulletins for the 2007-2008 New York State Teacher Certification Examinations are available **online** at **www.nystce.nesinc.com**. (Paper copies of the bulletin are available upon request to those who need them. Requests should be made by calling National Evaluation Systems (NES) directly at (413) 256-2882 or by writing to NES at P.O. Box 660, Amherst MA 01004-9008.) These Bulletins contain *detailed* information on every facet of the examinations. On the website you will find up-to-date registration and testing information, test preparation materials, and services that enable you to register and obtain your unofficial test results online. If you have read the Registration Bulletin and website information, and still have further questions regarding the exams, please contact National Evaluation Systems at (413) 256-2882 from 9am to 5pm eastern time, Monday through Friday, excluding holidays.

**b. Schedule for 2007-2008 NYS Teacher Certification Exams
(for all tests except Assessment of Teaching Skills –
Performance)**

Test Date	Regular Registration Deadline*	Late Registration Deadline**	Emergency Registration+		Score Report Date (unofficial scores available)
			Via the Internet	By Telephone	
Aug. 25, 2007	July 20, 2007	Aug. 3, 2007	Aug. 3 – 21, 2007	Aug. 8 – 21, 2007	Sept. 24, 2007
Oct. 13, 2007	Sept. 7, 2007	Sept. 21, 2007	Sept. 21 – Oct. 5, 2007	Sept. 26 – Oct. 5, 2007	Nov. 12, 2007
Dec. 15, 2007	Nov. 9, 2007	Nov. 23, 2007	Nov. 23 – Dec. 7, 2007	Nov. 28 – Dec. 7, 2007	Jan. 18, 2008
Feb. 23, 2008	Jan. 18, 2008	Feb. 1, 2008	Feb. 1 – 15, 2008	Feb. 6 – 15, 2008	March 24, 2008
April 5, 2008	Feb. 29, 2008	March 14, 2008	March 14 – 28, 2008	March 19 – 28, 2008	May 5, 2008
May 31, 2008	April 25, 2008	May 9, 2008	May 9 – 23, 2008	May 14 – 23, 2008	June 30, 2008
July 12, 2008	June 6, 2008	June 20, 2008	June 20 – July 4, 2008	June 25 – July 3, 2008	Aug. 11, 2008

- * **Regular Registration:** You may register via the Internet or by mail. If you register via the Internet, your registration must be completed by 5:00 p.m. eastern time on the registration deadline for the period. If you register by mail during the regular registration period, your registration materials must be **postmarked** by the regular registration deadline.
- ** **Late Registration:** You may register via the Internet or by mail. If you register via the Internet, your registration must be completed by 5:00 p.m. eastern time on the registration deadline for the period. If you register by mail during the late registration period, your registration materials must be **received** by the late registration deadline.
- + **Emergency Registration:** You may register via the Internet or by telephone. If you register via the Internet, your registration must be completed by 5:00 p.m. eastern time on the registration deadline for the period. If you register by telephone, you must call National Evaluation Systems (NES) at (413) 256-2882, 9am – 5pm eastern time, Monday – Friday, excluding holidays. You must call by 5pm eastern time on the emergency registration deadline.

c. Schedule for Assessment of Teaching Skills – Performance (ATS-P) (Video) 2007-2008 – Required for Permanent (not Professional) Certification Only

<u>Registration Deadline*</u>	<u>Submission Deadline</u>	<u>Score Report Date</u>
November 2, 2007	November 30, 2007	January 25, 2008
February 15, 2008	March 21, 2008	May 2, 2008
May 16, 2008	June 13, 2008	August 8, 2008

* To register on the Internet, your registration must be completed by 5:00 p.m. eastern time on the registration deadline corresponding to the submission deadline for which you wish to register. To register by mail, your registration materials must be **postmarked** by the registration deadline corresponding to the submission deadline for which you wish to register.

d. Reporting of Test Scores

Your test scores will be reported to you and to the New York State Department of Education. You score(s) will also be released to the New York State institution you indicated when you registered, unless you sent to NES a written notification that you did not wish your score(s) to be released to that institution.

The official score report that you receive is for your information and for your personal records only. **Do not submit your scores (or a copy of your scores) to me.** Your test scores will be reported directly to the New York State Education Department and will be added to your certification application file automatically, based on your social security number. **Please keep the official score report in your permanent records.**

6. **WORKSHOP ON RECOGNIZING SIGNS OF CHILD ABUSE**

All students applying for certification in the State of New York must complete a two-to-three hour workshop dealing with recognizing the signs of child abuse. **Online workshops will not fulfill this requirement.**

You may take the workshop at the National Center for Missing and Exploited Children (585/242-0900), Monroe Community College, or any agency that offers the workshop. **However, you may not take this workshop online if you wish to fulfill the Warner School's requirement.**

The schedule of workshops offered by the National Center for Missing and Exploited Children is available in the Office of Student Services and at the Warner School reception window.

If you will be recommended for certification by the University of Rochester, you must submit proof of completion of the workshop (along with other required certification forms and materials) at the conclusion of your degree and/or certification program, **not at the conclusion of the workshop.**

7. **WORKSHOP ON SCHOOL VIOLENCE PREVENTION & INTERVENTION (SAVE)**

All students applying for certification in the State of New York must complete a two-to-three hour workshop on school violence prevention and intervention. **Online workshops will not fulfill this requirement.**

The workshop is offered by the Coordinated School Health Network (CSHN) of the New York State Department of Education, located at Genesee Valley BOCES in LeRoy, New York. Please telephone 585-344-7570 or 585-658-7570 to obtain information. **The schedule of workshops offered by CSHN is available in the Office of Student Services or at the Warner School reception window.** CSHN schedules its workshops for three-month time periods. Therefore, please check with either the Office of Student Services or the reception window for the most recently published brochure.

The workshop is offered by the Warner School once every Spring Semester. In the Spring 2008 semester, it is offered on Friday, March 7, from 4 p.m. to 6:30 p.m. in Dewey Hall 2-162. It is free of charge for all Warner Students, although registration through the Warner School is required. Registration information will be distributed to all students in their Spring classes.

The workshop also is offered by the Office of Continuing & Professional Education at Nazareth College several times during the Fall, Spring, and Summer. You can register by phone, with either Visa or MasterCard, at 585-389-2050. Please contact 585-389-2050 for further information.

If you will be recommended for certification by the University of Rochester, you must submit proof of completion of the workshop (along with other required certification forms and materials) at the conclusion of your degree and/or certification program, **not at the conclusion of the workshop.**

8. FOREIGN LANGUAGE REQUIREMENT

If you will be recommended for teacher certification by the University of Rochester, you must have completed two semesters of college-level study in **one** foreign language (e.g., two semesters of German or two semesters of French), or the equivalent. Completion of two college-level semesters of American Sign Language is also acceptable. For information on equivalency exams, contact Testing Services at the University at 585-275-2354. Please ask for Amy Preziosi.

(If you have not completed the foreign language requirement before matriculating into a Warner School degree program, you may take college-level foreign language courses at the University of Rochester [or at any other institution] while completing program requirements or after completing program requirements. If you take these courses at an institution other than the University of Rochester, an official transcript of the coursework must be submitted to me, along with other required materials, at the conclusion of your degree and/or certification program.)

9. FINGERPRINT-SUPPORTED BACKGROUND CHECK

New York State requires a fingerprint-supported background check for applicants for certification in teaching, counseling, and administration. **The State Department of Education encourages all students to be fingerprinted early in their programs (i.e., in the first semester if possible) in order to expedite the clearance process. Clearance allows students to work as per diem substitutes in a school system, thereby enhancing their ability to secure a permanent job.**

Instructions for the fingerprint-supported background check are included in the Fingerprint Packet, which is available in the Office of Student Services and at the Warner School reception window. A completed Fingerprint Packet must include (1) a signed and completed

Consent Form (OSPRA 101); (2) two properly completed and signed FBI fingerprint cards; and (3) a certified check, bank check, money order, school district check, or contract service provider check (payable to the New York State Education Department) for \$99. **(A personal check will not be accepted.)** The completed Fingerprint Packet must be mailed in the stamped preaddressed envelope (which is part of the packet) to Fingerprint Processing, NYS Education Department, PO Box 7352, Albany, NY 12214-0349.

Exempted from this requirement are individuals who are applying for a permanent certificate and hold a valid provisional certificate (applied for prior to July 1, 2001) in the same title for which the permanent certification is sought.

10. UNITED STATES CITIZENSHIP AND CERTIFICATION

United States citizenship is not required for initial or provisional certification. However, for permanent or professional certification you must be a lawfully admitted permanent resident of the United States. If you are not a U.S. citizen but have permanent residence status and are applying for permanent or professional certification, you must provide one of the forms of proof of lawful residency that are listed below:

- ◆ **A photocopy of your permanent residency card (“Green Card”), or**
- ◆ **A photocopy of your passport stamped with “Processed for I-551 Temporary Evidence of Lawful Admission for Permanent Residence,” or**
- ◆ **A certified and sealed copy of a letter from the Bureau of Citizenship and Immigration Services (formerly the INS) verifying permanent residency**

11. LENGTH OF TIME FOR ISSUANCE OF CERTIFICATE

The TEACH online system does an automated evaluation of your TEACH application when your fee is entered into the system. When all requirements are literally “checked off,” the application is reviewed by a certification specialist, although there is a two-to-four week period for this review to occur. After the application is reviewed and printed, approximately seven to ten days are required for delivery to your home address.

Please remember that certificates will not be forwarded to an address other than the address you enter into TEACH. If you move between the time you enter your address into TEACH and the time your certificate is mailed by the State, you must remember to change your address in TEACH. Regardless of your forwarding instructions to the U.S. Postal Service, your certificate will be returned to the State Education Department. You must then request a replacement certificate, which will take a minimum of two to four weeks for issuance and delivery.

12. CERTIFICATION IN OTHER STATES

Many states have contracts with the State of New York that make it possible for qualified persons to secure certificates in those states. For exact requirements, you should contact the state education department in the state capital of the state in which you plan to be a teacher, counselor, or administrator.

An excellent resource is

<http://www.ed.gov/about/contacts/state/index.html>.

13. MAINTAINING YOUR CERTIFICATE: PROFESSIONAL CERTIFICATE HOLDERS — TEACHERS AND ADMINISTRATORS

IMPORTANT: The first professional development cycle begins on July 1 following the effective date of your Professional certificate.

If you are employed in a public school: You must complete 175 hours of professional development every five years. This maintains the validity of the Professional certificate and allows you to continue your employment.

If you are not employed in a public school: You must complete professional development every five years. However, the hourly obligation of 175 hours every five years is reduced by 10% for every year during which you are not employed in a public school.

For further details on your [Responsibilities](#), [Allowable Activities](#), [Record Keeping](#), [Reporting](#), and related information, please go to www.highered.nysed.gov/tcert/certificate/maintaincert.

14. RE-APPLICATION FOR AN EXPIRED INITIAL TEACHING CERTIFICATE

Only one three-year extension will be granted. The extension will be granted only if (1) adequate documentary evidence can be submitted that proves you have been unable to secure employment as a classroom teacher; (2) 75 clock hours of professional development have been completed, 45 of which must have been completed in the year prior to the application for the extension of your initial certificate; and (3) you can submit evidence of having achieved a satisfactory level of performance on all of the required New York State Teacher Certification Examinations – all of which must be *retaken* during the year prior to the application for the extension of your initial certificate.

Please contact Brenda Grosswirth, Certification Officer, at 585-275-1009, if you have questions about information contained in this document.