

CERTIFICATION MEMO

For Warner School Students Applying for Certification in New York State 2009-2010

- **ATTENTION: YOU must initiate the Warner School's online recommendation to New York State for your certification. The document that contains all details and instructions for online application for certification is entitled *Instructions for UR Online Application and Recommendation of New York State Certification*. This document is available on the Warner website, in the Office of Student Services, and at the Warner School reception window.**
- 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 page 1 of the memo for fifteen certification topics and their relevant page numbers.
- For additional information, please go to www.nystce.nesinc.com

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 in New York State

From: Brenda Grosswirth, Administrator and Certification Officer

Date: August 2009

- Re:**
1. Requirements for Teaching Certification (*pages 2-6*)
 - a. Initial Certification for "new" teachers (*pages 2-3*)
 - b. Professional Certification (*page 4*)
 - c. Initial Certification in a new subject area (*pages 4-5*)
 - d. Permanent Certification (*page 6*)
 2. Requirements for School Counseling Certification (*pages 6-7*)
 - a. Provisional (*pages 6-7*)
 - b. Permanent (*page 7*)
 3. Requirements for Administrative Certification (*pages 8-9*)
 - a. School Building Leadership (*page 8*)
 - b. School District Leadership (*page 9*)
 4. Confirmation Letters (*pages 9-10*)
 5. New York State Teacher Certification Examinations (for teachers only) (*pages 10-12*)
 6. NYSTCE School Leadership Assessments (for administrators only) (*pages 12-13*)
 7. Workshop on Recognizing Signs of Child Abuse (*pages 13-14*)
 8. Workshop on School Violence Prevention and Intervention (*page 14*)
 9. Foreign Language Requirement (*page 15*)
 10. Fingerprint-Supported Background Check (*pages 15-16*)
 11. United States Citizenship and Certification (*page 16*)
 12. Length of Time for Issuance of Certificate (*page 16*)
 13. Certification in Other States (*page 16*)
 14. Maintaining Your Certificate: Professional Certificate Holders — Teachers and Administrators (*page 17*)
 15. Re-application for an Expired Initial Teaching Certificate (*page 17*)

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:

- ◆ Completion of requirements for an appropriate graduate degree from the University of Rochester. Recommendation can be made prior to degree conferral, but the instruction document described on the cover page of this memo must be followed.
- ◆ *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.)

(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 and preventing child abuse. **Online workshops will not fulfill this requirement. The Warner School offers this workshop once every Fall semester. In the Fall 2009 semester, it is offered on Friday, October 23, from 4pm to 6:30pm, in Dewey Hall 2-162.** (See pages 13-14 of this memo.)
- ◆ Completion of a workshop on school violence prevention and intervention. **The Warner School offers this workshop once every Spring semester. In the Spring 2010 semester, the workshop is offered on Friday, March 5, from 4pm to 6:30pm, in Dewey Hall 2-162. Online workshops will not fulfill this requirement.** (See page 14 of this memo.)

- ◆ 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. (See pages 15-16 of this memo.)
- ◆ Completion of the New York State Teacher Certification Examinations listed below. If you will receive certification in more than one subject area, you must take the CST in each subject area. (Please see the information below as well as more detailed information on pages 10-12 of this memo.)
 - 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 17.)

Certification recommendation to the State can be made after your coursework and certification requirements are complete, that is you can be recommended for certification prior to degree conferral if you follow the instructions detailed in the document described on the cover page of this memo. If 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 (pages 2-3).
- ◆ 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 17.)

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.
- ◆ For specialists only: Completion of at least 30 credit hours in the subject area of certification.
- ◆ Completion of a workshop on recognizing the signs of child abuse and preventing child abuse (if it has not been completed). (See pages 13-14 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 page 14 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.** (See pages 15-16 of this memo.)
- ◆ Completion of the New York State Teacher Certification Examinations listed below. If you will receive certification in more than one subject area, you must take the CST in each subject area.
 - 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 17.)

Certification recommendation to the State can be made after your coursework and certification requirements are complete. If 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 and preventing 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(s) of certification
 - ATS-P Video (Assessment of Teaching Skills-Performance)
Details are available online at www.nystce.nesinc.com, and also on page 12 of this memo.

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 and preventing child abuse **The Warner School offers this workshop once every Fall semester. In the Fall 2009 semester, it is offered on Friday, October 23, from 4pm to 6:30pm, in Dewey Hall 2-162.** (See pages 13-14 of this memo.) **Online workshops will not fulfill this requirement.**

- ◆ Completion of a workshop on school violence prevention and intervention. **The Warner School offers this workshop once every Spring semester. In the Spring 2010 semester, the workshop is offered on Friday, March 5, from 4pm to 6:30pm, in Dewey 2-162.** (See page 14 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.** (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 coursework and certification requirements are complete. If 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 School Building Leader (S.B.L.) 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 and preventing child abuse. **The Warner School offers this workshop once every Fall semester. In the Fall 2009 semester, it is offered on Friday, October 23, from 4pm to 6:30pm, in Dewey Hall 2-162.** (See pages 13-14 of this memo.) **Online workshops will not fulfill this requirement.**
- ◆ Completion of a workshop on school violence prevention and intervention. **The Warner School offers this workshop once every Spring semester. In the Spring 2010 semester, the workshop is offered on Friday, March 5, from 4pm to 6:30pm, in Dewey 2-162.** (See page 14 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.** (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.
- ◆ Completion of the NYSTCE School Leadership Assessment for School Building Leader. All information is available **online** at www.nystce.nesinc.com. (See pages 12-13 of this memo.)

b. Requirements for Professional School District Leader (S.D.L.) 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.
- ◆ Completion of the NYSTCE School Leadership Assessment for School District Leader. All information is available **online** at www.nystce.nesinc.com. (See pages 12-13 of this memo.)
- ◆ A total of 60 graduate credit hours beyond the baccalaureate degree, 24 of which must be strictly in Administration.

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.

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 your home address. The letters will be printed on official Warner School letterhead stationery, and will be signed by me as Administrator and Certification Officer.

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**
- your home address, which is where these letters will be mailed
- the number of confirmation letters you wish to be mailed to your home address
- whether you need Warner School letter-sized envelopes, and if so, how many

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

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

a. **Registration Bulletins**

Registration Bulletins for the 2009-2010 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 Registration Bulletins contain *detailed* information on every facet of the examinations. You will find up-to-date registration and testing information, test sites, test fees, test preparation materials, and services that enable you to register and obtain your unofficial test results online. If you have read the Registration Bulletin on the website 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 2009-2010 NYS Teacher Certification Exams
(for all tests except Assessment of Teaching Skills –
Performance: Video)**

| Test Date | Regular Registration Deadline* | Late Registration Deadline** | Emergency Registration+ | | Score Report Date (unofficial scores available at 5pm) |
|----------------|--------------------------------|------------------------------|--------------------------|--------------------------|---|
| | | | Via the Internet | By Telephone | |
| Aug. 29, 2009 | July 24, 2009 | Aug. 7, 2009 | Aug. 7 - 25, 2009 | Aug. 12 – 25, 2009 | Sept. 28, 2009 |
| Oct. 17, 2009 | Sept. 11, 2009 | Sept. 25, 2009 | Sept. 25 – Oct. 9, 2009 | Sept. 30 – Oct. 9, 2009 | Nov. 16, 2009 |
| Dec. 12, 2009 | Nov. 6, 2009 | Nov. 20, 2009 | Nov. 20 – Dec. 4, 2009 | Nov. 25 – Dec. 4, 2009 | Jan. 15, 2010 |
| Feb. 20, 2010 | Jan. 19, 2010 | Jan. 29, 2010 | Jan. 29 – Feb. 12, 2010 | Feb. 3 – 12, 2010 | March 22, 2010 |
| April 10, 2010 | March 5, 2010 | March 19, 2010 | March 19 – April 2, 2010 | March 24 – April 2, 2010 | May 10, 2010 |
| June 12, 2010 | May 7, 2010 | May 21, 2010 | May 21 – June 4, 2010 | May 26 – June 4, 2010 | July 12, 2010 |
| July 17, 2010 | June 11, 2010 | June 25, 2010 | June 25 – July 13, 2010 | June 30 – July 13, 2010 | Aug. 16, 2010 |

- * **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 late registration deadline for the period. If you register by mail during the late registration period, your registration materials must be **received** by 5pm eastern time on 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 emergency registration deadline days 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 the following holidays: Nov. 26-27, 2009; May 31, 2010; and July 5, 2010. You must call by 5pm eastern time on the emergency registration deadline days for the period.

c. Schedule for Assessment of Teaching Skills – Performance (ATS-P) (Video) 2009-2010 – Required for Permanent (not Professional) Certification Only

| <u>Registration Deadline*</u> | <u>Submission Deadline</u> | <u>Score Report Date</u> |
|-------------------------------|----------------------------|--------------------------|
| October 30, 2009 | December 4, 2009 | January 22, 2010 |
| February 12, 2010 | March 19, 2010 | April 30, 2010 |
| May 14, 2010 | June 11, 2010 | August 6, 2010 |

* 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, the New York State Department of Education, and if applicable, the institution(s) you indicated when you registered.

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. NYSTCE SCHOOL LEADERSHIP ASSESSMENTS: S.B.L. AND S.D.L. (for administrative certification only)

REGISTRATION BULLETINS for the 2009-2010 School Leadership Assessments are available online at www.nystce.nesinc.com. The REGISTRATION BULLETIN contains detailed information on every facet of the assessments. If you have further questions, please contact National Evaluation Systems at (413) 256-2882 from 9am to 5pm eastern standard time, Monday through Friday, excluding holidays.

◆ **Testing and Test Sites**

The School Leadership Assessments (both S.B.L. and S.D.L.) are administered on computer only. Computer-based testing is available during one-week testing windows at Pearson Professional Centers nationwide, including Rochester, Syracuse, Buffalo, Albany, and others. Refer to "Test Sites" on page 7 of the REGISTRATION BULLETIN.

◆ **Registration**

Registration is available on the Internet only by selecting "Register Now" at www.nystce.nesinc.com. Please plan to register as early as possible before your desired testing window. Appointments are scheduled on a first-come, first-served basis and seating is limited.

◆ **Test Sessions and Fees**

Each assessment consists of two individually administered tests called "Parts." You may register to take both parts of an assessment in an all-day two-test session, or in two separately scheduled one-test sessions (see "Test Selection" on page 5 of the REGISTRATION BULLETIN. The fee for one part of the test is \$195. The fee for both parts is \$390.

◆ **Test Dates**

The School Leadership Assessments are available during five testing windows annually. There are separate windows for the School Building Leader assessment and the School District Leader assessment. Each window contains up to five days for testing. Please refer to the tables on pages 6 and 7 of the REGISTRATION BULLETIN for information on each computer-based testing window currently open for registration.

7. 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 and preventing child abuse. **The workshop is offered by the Warner School once every Fall semester. In the Fall 2009 semester, the workshop is offered on Friday, October 23, from 4pm to 6:30pm, in Dewey Hall 2-162.** The Workshop 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 Fall classes. **Online workshops will not fulfill this requirement.**

If you are unable to attend the October 23 workshop, you may take the workshop at the National Center for Missing and Exploited Children (585/242-0900) or any agency that offers the workshop, however a \$40+ fee will be charged. 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.

You may not take this workshop online if you want the Warner School to recommend you to New York State for certification.

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. 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. **The workshop is offered by the Warner School once every Spring Semester. In the Spring 2010 semester, it is offered on Friday, March 5, from 4pm to 6:30pm, 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. Online workshops will not fulfill this requirement.**

If you are unable to attend the March 5 workshop, you may take the workshop at one of several locations offered by the Coordinated School Health Network (CSHN) of the New York State Department of Education, however a \$40+ fee will be charged. 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.

You may not take this workshop online if you want the Warner School to recommend you to New York State for certification.

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.**

9. **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.

(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.)

Please be aware that the requirement of a foreign language is not a New York State requirement for teacher certification; it is a University of Rochester requirement.

10. **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.**

All fingerprint applications must be completed online using the TEACH system. Please access

<http://www.highered.nysed.gov/tcert/ospra/>.

The side link *Fingerprint Process from Start to Finish* will guide you through the entire fingerprint process. The Warner School has prepared information that can be used in conjunction with the second paragraph of online Item 2 (**Get Fingerprinted**). Please request Warner's document, entitled Fingerprinting Assistance for New York State Certification, from the Office of Student Services or from the Warner School's reception window. The document contains locations in Rochester and the surrounding area that will "roll" fingerprints—along with service times, fees, and contact information for these locations.

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.

11. 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**

12. 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.

13. 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.

14. 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. Professional development periods are July 1 through June 30 of each year.

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 to teach.

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. This calculation is done automatically and is displayed on your individual professional development record.

For further details on your Responsibilities, Allowable Activities, Record Keeping, Reporting, and Related Information, please go to **www.highered.nysed.gov/tcert/certificate/maintaincert**.

15. 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.