

CERTIFICATION MEMO

For Warner School Students Applying for Teacher, School Counselor, or School Administrator Certification in New York State 2011-2012

- **YOU** must initiate the Warner School's recommendation to New York State's TEACH online system for your certification. The document that contains all details and instructions for the TEACH online application for certification is entitled **Instructions for University of Rochester TEACH Online Application and Recommendation of NYS Certification for Teachers, School Counselors, and Administrators**. This document is available on the Warner website, in the Office of Student Services, and at the Warner School reception window. The document will be distributed in all classes in Spring 2012.
- 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 on the TEACH online system in the following fields: teaching, school counseling, and school administration. **Please consult the index printed on page 1 of the memo for fourteen certification topics and their relevant page numbers.**
- Online administrations of either the **Child Abuse Prevention Certification Training** or the **SAVE Legislation Certification Training** are **NOT** acceptable for Warner students seeking New York State certification.

ATTENTION TEACHERS & SCHOOL BUILDING LEADERS

- New Teacher Certification Exams and a new School Building Leadership Assessment will be released in 2012. Students completing initial teacher certification programs and/or an initial school building leadership certification program in May 2013 or after should wait for the new tests to be available before taking any of the tests required by New York State. The new tests are scheduled to be implemented in 2012, however they will not be required of all certification program completers until May 2013.
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- ***Please telephone Brenda Grosswirth at 585.275.1009 if you have questions about anything contained in this memorandum.***
 - For additional information, please go to **www.nystce.nesinc.com**.

MEMORANDUM ON CERTIFICATION

To: Students in Programs Leading to Certification in New York State

From: Brenda Grosswirth, Administrator and Certification Officer

Date: August 2011

- Re:**
1. **Requirements for Teaching Certification (pages 2-5)**
 - a. ***Initial Certification for "new" teachers (pages 2-4)***
 - b. ***Professional Certification (page 4)***
 - c. ***Initial Certification in a new subject area (pages 4-5)***
 2. **Requirements for School Counseling Certification (pages 6-7)**
 - a. ***Provisional (page 6)***
 - b. ***Permanent (page 7)***
 3. **Requirements for Administrative Certification (pages 7-9)**
 - a. ***School Building Leadership (pages 7-8)***
 - b. ***School District Leadership (pages 8-9)***
 4. **Confirmation Letters (page 9)**
 5. **New York State Teacher Certification Examinations (for teachers only) (pages 10-12)**
 6. **NYSTCE School Leadership Assessments: S.B.L. and S.D.L. (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 (page 15)**
 11. **United States Citizenship and Certification (page 16)**
 12. **Length of Time for Issuance of Certificate (pages 16-17)**
 13. **Certification in Other States (page 17)**
 14. **Maintaining Your Certificate: Professional Certificate Holders – Teachers and Administrators (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 for certification by the U of R can be made prior to degree conferral, but the instructional document described in the first paragraph 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 one college-level course in a foreign language or otherwise demonstrated proficiency in a language other than English. Completion of one college-level course in 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 a college-level foreign language course at the University of Rochester [or at any other institution] while completing program requirements or after completing program requirements. If you take this course 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 when you apply for certification.)

- ◆ Completion of a workshop on recognizing the signs of child abuse and the prevention of child abuse. **Online workshops will not fulfill this requirement. The Warner School offers this workshop once every Fall semester. In the Fall 2011 semester, it is offered on Friday, October 14, from 4pm to 6:30pm, in Dewey Hall 1-101.** (See pages 13-14 of this memo.)
- ◆ Completion of a workshop on school violence prevention and intervention. **Online workshops will not fulfill this requirement. The Warner School offers this workshop once every Spring semester. In the Spring 2012 semester, the workshop is offered on Friday, March 2, from 4pm to 6:30pm, in a location to be announced.** (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 page 15 of this memo.) **If you have already completed a fingerprint-supported background check, you do not need to complete a second one.**
- ◆ 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. **Remember to keep a copy of your test scores. You will need copies of these scores for your portfolio at the end of your program.** (Please see the information below as well as more detailed information on pages 10-12 of this memo.)

1. LAST (Liberal Arts and Science Test)

2. ATS-W (Assessment of Teaching Skills-Written):

- For *Early Childhood and Childhood*: ATS-W Elementary
- For *Middle Childhood and Adolescence*: ATS-W Secondary
- For ESOL: ATS-W Elementary **or** ATS-W Secondary

3. CST (Content Specialty Test):

- For *Middle Childhood, Adolescence, and ESOL*: CST in your subject area(s)
- 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/Literacy*: CST in “Literacy”

Please note: After receiving INITIAL certification, students have five years to apply for PROFESSIONAL certification. Graduates who are unable to complete three years of full-time teaching during the five-year period must apply to the New York State Education Dept. for an extension.

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 in the first paragraph 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 page 9.

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 2-4).
- ◆ Three years of regular, paid, full-time teaching experience, of which the first must be mentored.

Please note: After receiving INITIAL certification, students have five years to apply for PROFESSIONAL certification. Graduates who are unable to complete three years of full-time teaching during the five-year period must apply to the New York State Education Dept. for an extension.

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 YOUR BACKGROUND CHECK IS NOT ALREADY ON FILE WITH THE STATE.** (See page 15 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.
 1. **LAST** (Liberal Arts and Science Test)
 2. **ATS-W** (Assessment of Teaching Skills-Written):
 - For Early Childhood and Childhood: *ATS-W Elementary*
 - For Middle Childhood and Adolescence: *ATS-W Secondary*
 - For ESOL: *ATS-W Elementary or Secondary*
 3. **CST** (Content Specialty Test):
 - For Middle Childhood, Adolescence, and ESOL: *CST in your subject area(s)*
 - 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/Literacy: *CST in "Literacy"*

Please note: After receiving INITIAL certification, students have five years to apply for PROFESSIONAL certification. Graduates who are unable to complete three years of full-time teaching during the five-year period must apply to the New York State Education Dept. for an extension.

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 in the first paragraph 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 page 9.

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 2011 semester, it is offered on Friday, October 14, from 4pm to 6:30pm, in Dewey Hall 1-101.** (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 2012 semester, the workshop is offered on Friday, March 2, from 4pm to 6:30pm, in a location to be announced.** (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 page 15 of this memo.) **If you have already undergone a fingerprint-supported background check, you do not need to undergo a second one.**

Please note: After receiving provisional certification, students have five years to apply for PERMANENT certification. Two years of full-time school counseling experience are required for PERMANENT certification. Graduates who are unable to meet this requirement must apply to the New York State Dept. of Education for an extension.

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 in the first paragraph 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 page 9.**

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 all 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 (beyond the bachelor's degree) are required for permanent certification in counseling.

Please note: After receiving provisional certification, students have five years to apply for PERMANENT certification. Two years of full-time school counseling experience are required for PERMANENT certification.

3. REQUIREMENTS FOR ADMINISTRATIVE CERTIFICATION

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

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.
- ◆ 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 your background check is not already on file with the State.** (See page 15 of this memo.)

- ◆ “Approved Experience”—that is, three years of full-time teaching, administrative/supervisory, or pupil personnel services experience; or three full-time years of a combination of teaching, administrative/supervisory, and pupil personnel services experience. The experience must have been for monetary compensation, i.e., not voluntary experience.
- ◆ Completion of the NYSTCE School Building Leadership Examinations—Parts 1 and 2. All information is available online at www.nystce.nesinc.com beneath **School Leadership Assessments**. (See pages 12-13 of this memo.)

IMPORTANT: A new exam for school building leaders will be released in 2012. Students graduating with degrees including initial school building leadership certification—and/or students completing advanced certificates that include initial school building leadership certification—in May 2013 or after should wait for the new test to be available before taking either part 1 or part 2 of the school building leadership assessment. The new exam is scheduled to be implemented in 2012, however it will not be required of all graduates and advanced certificate completers until May 2013.

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

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.
- ◆ Completion of a master’s degree
- ◆ A total of 60 graduate credit hours beyond the baccalaureate degree, 24 of which must be strictly in Administration.
- ◆ “Approved Experience”—that is, three years of full-time teaching, administrative/supervisory, or pupil personnel services experience; or three full-time years of a combination of teaching, administrative/supervisory, and pupil personnel services experience. The experience must have been for monetary compensation, i.e., not voluntary experience.
- ◆ Completion of the NYSTCE School Building Leadership Examinations—Parts 1 and 2. All information is available online at www.nystce.nesinc.com beneath **School Leadership Assessments**. (See pages 12-13 of this memo.)

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

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 Brenda Grosswirth 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 and your student ID number
- home address (including zip code) and phone number (with area code)
- your degree (e.g., M.S. or M.A.T.) and degree program
- 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(s) (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 Brenda Grosswirth at bgrosswirth@warner.rochester.edu.

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

IMPORTANT: New exams for initial teacher certification will be released in 2012. Students graduating with master's degrees including initial teacher certification—and/or students completing advanced certificates that include initial teacher certification—in May 2013 or after should wait for the new tests to be available before beginning to take the NYS Teacher Certification exams. The new exams are scheduled to be implemented in 2012, however they will not be required of all graduates and advanced certificate completers until May 2013.

a. Required Examinations

Please see pages 3 and 5 of this document for the NYS Teacher Certification Examinations you are required to take.

b. Registration Bulletins

Registration Bulletins for the 2011-2012 New York State Teacher Certification Examinations are available **online** at **www.nystce.nesinc.com**. The online Registration Bulletins contain *detailed* information on every facet of the examinations, including information on computer-based testing! 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 consulted the Registration Bulletin on the website and 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.**

**c. Schedule for 2011-2012 NYS Teacher Certification Exams:
PAPER-BASED TESTING ONLY**

Test Date (Saturday)	Regular Registration Deadline*	Late Registration Deadline**	Emergency Registration+		Score Report Date (unofficial scores available at 5pm)
			Via the Internet	By Telephone	
Sept. 24, 2011	Aug. 19, 2011	Sept. 2, 2011	Sept. 2 - 16, 2011	Sept. 7 - 16, 2011	Oct. 24, 2011
Nov. 12, 2011	Oct. 7, 2011	Oct. 21, 2011	Oct. 21 - Nov. 4, 2011	Oct. 26 - Nov. 4, 2011	Dec. 16, 2011
Feb. 18, 2012	Jan. 13, 2012	Jan. 27, 2012	Jan. 27 - Feb. 10, 2012	Feb. 1 - Feb. 10, 2012	March 19, 2012
April 21, 2012	March 16, 2012	March 30, 2012	March 31-April 13, 2012	April 4 - April 13, 2012	May 21, 2012
June 9, 2012	May 4, 2012	May 18, 2012	May 18 - June 1, 2012	May 23 - June 1, 2012	July 9, 2012
July 14, 2012	June 8, 2012	June 22, 2012	June 22 - July 10, 2012	June 27 - July 10, 2012	Aug. 13, 2012

* **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 holidays. You must call by 5pm eastern time on the emergency registration deadline.

d. Passing Requirements

Your total test score is reported in a range from 100 to 300 and is based on performance on all sections of the test. An examinee's multiple-choice score and scores on any constructed-response assignments are combined to obtain the total test score. A score of 220 represents the minimum passing score for each test.

Candidates who do not pass a particular test may retake that test as often as necessary until a passing score is achieved. Candidates must reregister each time they retake a test.

e. 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 indicate when you register.

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 TEACH certification application file automatically, based on your social security number. **Please keep the official score report in your permanent records. You will need a copy of your scores for inclusion in your portfolio that you must submit at the conclusion of your degree program.**

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

IMPORTANT: A new exam for school building leaders will be released in 2012. Students graduating with degrees including initial school building leadership certification—and/or students completing advanced certificates that include initial school building leadership certification—in May 2013 or after should wait for the new test to be available before beginning to take either part 1 of part 2 of the school building leadership assessment. The new exam is scheduled to be implemented in 2012, however it will not be required of all graduates and advanced certificate completers until May 2013.

REGISTRATION BULLETINS for the 2011-2012 School Leadership Assessments are available online at **www.nystce.nesinc.com**—under the heading **School Leadership Assessments**, "Registration and Testing Information." Please refer to the 2011-2012 NYSTCE REGISTRATION BULLETIN for complete registration

and testing information. 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 other New York sites listed in 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 of the School Leadership Assessments consists of two tests (Part One and Part Two). 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" and "Test Sessions" on page 6 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 at least five testing windows annually. There are separate windows for the School Building Leader Assessment and the School District Leader Assessment. Please refer to the tables on page 7 of the REGISTRATION BULLETIN for information on each computer-based testing window open for registration.

7. WORKSHOP ON RECOGNIZING SIGNS OF CHILD ABUSE

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

If possible, you should complete this workshop at the Warner School during your first fall semester of study.

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 2011 semester, the workshop is offered on Friday, October 14, from 4pm to 6:30pm, in Dewey Hall 1-101. 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 Fall classes. Again, online workshops will not fulfill this requirement.

If you are unable to attend the October 14 workshop, there is a possibility that you may take the workshop at the National Center for Missing and Exploited Children in Rochester (585.242.0900 X3338), however a \$35 fee will be charged, and very few workshops are scheduled.

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 when you apply for certification, **not at the conclusion of the workshop.**

8. WORKSHOP ON SCHOOL VIOLENCE PREVENTION & INTERVENTION (SAVE)

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

If possible, you should complete this workshop at the Warner School during your first spring semester of study.

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 2012 semester, it is offered on Friday, March 2, from 4pm to 6:30pm, in a location to be announced. 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. Again, online workshops will not fulfill this requirement.**

If you are unable to attend the March 2 workshop, you may take the workshop at one of several locations offered by the Student Support Services Center of Genesee Valley BOCES, however a \$40+ fee will be charged, and few workshops are scheduled. Please telephone 585.344.7570 or 585.658.7570 to obtain 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 when you apply for certification, **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 one college-level course in a foreign language, or the equivalent. Completion of a college-level course in 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 a college-level foreign language course at the University of Rochester [or at any other institution] while completing program requirements or after completing program requirements. If you take this course 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.

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.**

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 online Item 2 (**Get Fingerprinted**). Please request Warner's document, entitled Fingerprinting Assistance for New York State Certification, from the Office of Student Services. 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. **Fingerprint cards are available in the Office of Student Services.** You will need two fingerprint cards.

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 CERTIFICATES

Please remember that the University of Rochester will recommend you for NYS certification only if you have followed instructions in the document ***Instructions for University of Rochester TEACH Online Application and Recommendation of New York State Certification*** (see first paragraph of this memo).

For **Initial** and **Provisional** certification applicants, 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” and you have been recommended for certification by the University of Rochester, the application is reviewed by a certification specialist and your **Initial** or **Provisional** certificate is issued very quickly—usually in less than 24 hours.

For **Professional** and **Permanent** certification applicants, a certification specialist will evaluate your experience that you have entered on TEACH after your fee is entered into the system. If your experience has not been full time or the entry is confusing (e.g., multiple experience listed for the same time period), the certification specialist may request that the applicant provide verification from the school district(s).

Paper certificates are not printed for time-limited certificates such as Initial and Provisional. TEACH should be used to verify the status of your certification. School Districts also will verify your certificate by using TEACH.

Please remember that **professional** and **permanent** certificates will not be forwarded to an address other than the address you enter into TEACH. If your address changes between the time you enter it 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 check the website of the Department of Education 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 NYS 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 **Professional Development for Certificate Holders**, please go to

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

Please contact Brenda Grosswirth, Certification Officer, at 585.275.1009, if you have questions about information contained in this document.