



New York State Certification: Your Pathway to Teaching in NYC Public Schools

We are glad that you are interesting in teaching in NYC public schools. We are a large school district that needs you to help our schools develop into places where every one of our children graduates high school fully prepared to pursue the future they imagine for themselves. This document is for teachers who are certified in other states who would like to teach in New York. If you would like to learn more about NYC public schools, please click [here](#). Also, please be sure to [join our email list](#) to ensure you receive up to date information regarding events and supports we have planned for you.

An Overview

Under the NYS Reciprocity process, you can apply to receive an “Initial Certificate” to teach in NYS. Once you complete the process described below, your application will be [manually evaluated](#), and you will receive a “Conditional Initial Certificate” that would allow you to teach in a NYC public school for one year as you work to pass your [edTPA](#) (the final stage to the process to becoming certified). Upon completion edTPA, an “Initial Certificate” will be issued with the same effective date as the “Conditional Initial Certificate,” which will be valid for five years. We urge you to begin the process as soon as possible, as it can take many months to complete your part, and then the state needs time to process and review your completed application. NYC Men Teach can provide you with financial support and certification guidance as you participate in the New York State reciprocity process.

Certification Costs and Reimbursement Opportunity

In this document, you will see the individual costs associated with earning your NYS teacher certification. In total, the entire process can cost upwards of \$700, not including the EdTPA, which we are working to provide you with assistance with as well. NYC Men Teach understands that this may be a financial hindrance for some, but do not want that to stand in your way of bring your expertise and experience into our classrooms. Therefore, we will offer a limited amount of stipends to assist you with your costs. **In order to be eligible for a stipend, complete all steps by the suggested dates-the sooner the better!** Stipends will be issued in late April.

- You must complete the NYC Men Teach application (in step 5) in order to be eligible for reimbursement. If you do not want to be reimbursed, nor desire to receive additional supports from NYC Men Teach, you do not have to complete that component.
- **Upload the following documents [here](#) by 11PM EST on Sunday, March 5th.**
 - Certification exam confirmation emails, titled:
 - “Last Name_First Name ALST Confirmation”
 - “Last Name_First Name CST Confirmation”
 - “Last Name_First Name EAS Confirmation”
 - Initial Certification Application receipt (through TEACH), titled:
 - “Last Name_First Name Certification Receipt”
 - A screenshot of your DOE New Teacher Application Profile, titled:
 - “Last Name_First Name DOE Profile”
 - 3 Workshop confirmation emails, titled:
 - “Last Name_First Name School Violence Workshop”
 - “Last Name_First Name Child Abuse Workshop”
 - “Last Name_First Name DASA Workshop”

The Process and Suggested Timeline

The steps that you need to take to be certified are indicated in the timeline below. Please note that some of these steps should be taken simultaneously. You do not need to complete one step to move on to the other. *This timeline is suggested for those who are interested in teaching September 2018 and would like to be considered for partial exam reimbursement.* If you would like more time, the process is the same but you do not have to complete the steps by the listed dates.

1	Immediately	<p>Be sure that you qualify to apply to teach in NYS through reciprocity and under which NYS license.</p> <p>If you are certified to teach in a U.S. state or territory and have a 2.5 cumulative GPA in a Bachelor's or higher degree, you are qualified to apply.</p> <p>Look here to see if your certification is eligible for the reciprocity process. Determine which NYS certificate is compatible with your current license and the exact CST exam(s) you will need to take by clicking here. If you are still unsure of which NYS license is compatible with yours, be sure to call the New York State Department of Education (518) 474-3901 to receive guidance from the state on which to select. This is very important, as selecting the incorrect certification can make the certification process longer and could be more costly.</p>
2	<p>By March 5th, 2017</p> <p>Costs: ALST: \$131 EAS: \$102 CST: \$79-179</p>	<p>Register for your required certification exams. (All exams must be taken by April 2nd.)</p> <ol style="list-style-type: none"> 1. Academic Literacy Skill Test (ALST): Consists of multiple-choice questions and a written assignment. Examinees are asked to demonstrate conceptual and analytical skills, critical-thinking and communication skills, and multicultural awareness. The test covers scientific, mathematical, and technological processes; historical and social scientific awareness; artistic expression and the humanities; communication and research skills; and written analysis and expression. 2. Educating All Students (EAS): This test consists of selected-response items and constructed-response items. Each constructed-response item will share scenario-based stimulus material with several selected-response items. The EAS test measures the professional and pedagogical knowledge and skills necessary to teach all students effectively in New York State public schools. 3. Content Specialty Test (CST): consist of multiple-choice questions and a written assignment. The CSTs for languages other than English include recorded listening and/or speaking components and writing components. The American Sign Language CST includes video-recorded signing components. CSTs measure knowledge and skills in the content area of the candidate's field of certification. <p>For free preparation guides, click here. Alternate testing arrangements can be made for examinees with disabilities, including requesting additional time. Visit the NYSTCE site here. If you take an exam and fail, New York State may have a "safety net" available, an alternate exam or proof of competency that you can use in place of the exam you have not passed. Look here for updated information on current safety nets.</p>
3	<p>By March 5th, 2017</p> <p>Cost: \$100</p>	<p>Apply for your NY state Initial Certification through TEACH.</p> <ol style="list-style-type: none"> 1. Create a TEACH Profile by clicking on "Self-Register." Enter your educational information and work experience in your TEACH account. Be as accurate as possible and be sure to include all relevant work experience. 2. Apply for your initial certification. You can register and apply for your certification at any time, you do not have to wait to receive your passing scores to apply, but will have to pass them all before your certification will be issued by the state. <u>Be sure to apply via the Pathway: Interstate Reciprocity</u>. Bear in mind that creating a profile and actually applying are separate processes.

4	<p>By March 5th, 2017</p> <p>Cost: Free</p>	<p>Complete the NYC DOE New Teacher Application</p> <p>This application is necessary to be able to teach in New York City public schools and is the tool that the city uses to help you reach out to schools that are hiring and allows for principals to view your information directly and contact you for interviews. As with TEACH, you do not have to pass all of your exams to start your application, but you will have to receive your certification to be able to teach. Be sure to confirm your participation in NYC Men Teach in the New Teacher Application.</p>
5	<p>By March 5th, 2017</p> <p>Cost: Varies-be sure to research different providers. Approximately \$160 total</p>	<p>Complete all required workshops.</p> <ol style="list-style-type: none"> 1. School Violence Prevention and Intervention Workshop: For more information on the workshop and locations that offer the training, click here. 2. Child Abuse Identification Workshop: For more information on the workshop and locations that offer the training, click here. 3. Dignity for All Students: 4. Training in Harassment, Bullying, Cyberbullying, and Discrimination in Schools: Prevention and Intervention (DASA training): For more information on the workshop and locations that offer the training, click here. 5. Coursework or Training in the Needs of Children with Autism: This workshop is only necessary for teacher seeking Initial certification in specific areas. For more information on the workshop and whether or not you would have to take it, click here.
6	<p>July-August</p> <p>Cost: \$130</p>	<p>Get your fingerprints taken for clearance to work in DOE schools.</p> <p>You will receive an email from “Applicant Gateway” outlining your fingerprinting and I-9 verification process. For more information on the process, you can look here.</p>
7	<p>Throughout the school year</p>	<p>Complete your edTPA. <u>You have a full year to complete this last step.</u></p> <p>This is a nationally available teacher performance assessment. Evidence of candidate's teaching performance is drawn from a subject-specific learning segment: 3–5 lessons from a unit of instruction for one class of students. Teacher candidates submit authentic artifacts (lesson plans, video clips of instruction, student work samples) from their actual teaching during a clinical field experience. Candidates also submit commentaries that provide a rationale to support their instructional practices based on student learning strengths and needs. For more information about edTPA, visit edtpa.com</p>

If you need assistance at any point during the process, please email us at nycmenteach@gmail.com.