Regional Certification Office
900 Watervliet Shaker Road, Suite 102
Albany, NY 12205

Ken Ziegler
Regional Certification Officer/
Recruitment Specialist

Tommy Holecek
Regional Certification Officer

certification@neric.org
518-862-4918 phone
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Teaching Assistant Certification Requirements

LEVEL I
High School Diploma or Equivalent

NYS Teacher Certification Exam (ATAS)
(For more information about how to register for the ATAS exam, go to www.nysatas.nesinc.com.)

Completion of Child Abuse, School Violence & DASA Workshops
(for additional information, including a list of approved providers, please go to
http://www.highered.nysed.gov/tcert/certificate/ca.html
http://www.highered.nysed.gov/tcert/certificate/save.html
http://www.highered.nysed.gov/tcert/certificate/dasa.html)

Fingerprinting (Complete Criminal History background check)
http://www.highered.nysed.gov/tsei/ospra/

Valid for 3 years

Renewable 1 time

Level II

High School Diploma or Equivalent

College Course work, 9 SH (Collegiate course work must be applicable to an AAS or BS degree)

NYS Teacher Certification Exam (ATAS)

Experience as NYS Licensed TA, 1 Year

LEVEL II (cont.)

Valid for 3 years

Not renewable

Completion of Child Abuse, School Violence & DASA Workshops
(for additional information, including a list of approved providers, please go to
http://www.highered.nysed.gov/tcert/certificate/ca.html
http://www.highered.nysed.gov/tcert/certificate/save.html
http://www.highered.nysed.gov/tcert/certificate/dasa.html)

LEVEL III

High School Diploma or Equivalent

College Course work, 18SH (Collegiate course work must be applicable to an AAS or BS degree)

NYS Teacher Certification Exam (ATAS)

Completion of Child Abuse, School Violence & DASA Workshops
(for additional information, including a list of approved providers, please go to
http://www.highered.nysed.gov/tcert/certificate/ca.html
http://www.highered.nysed.gov/tcert/certificate/save.html
http://www.highered.nysed.gov/tcert/certificate/dasa.html)

Experience as NYS Licensed TA, 1 Year

Capital Region BOCES
Board of Cooperative Educational Services

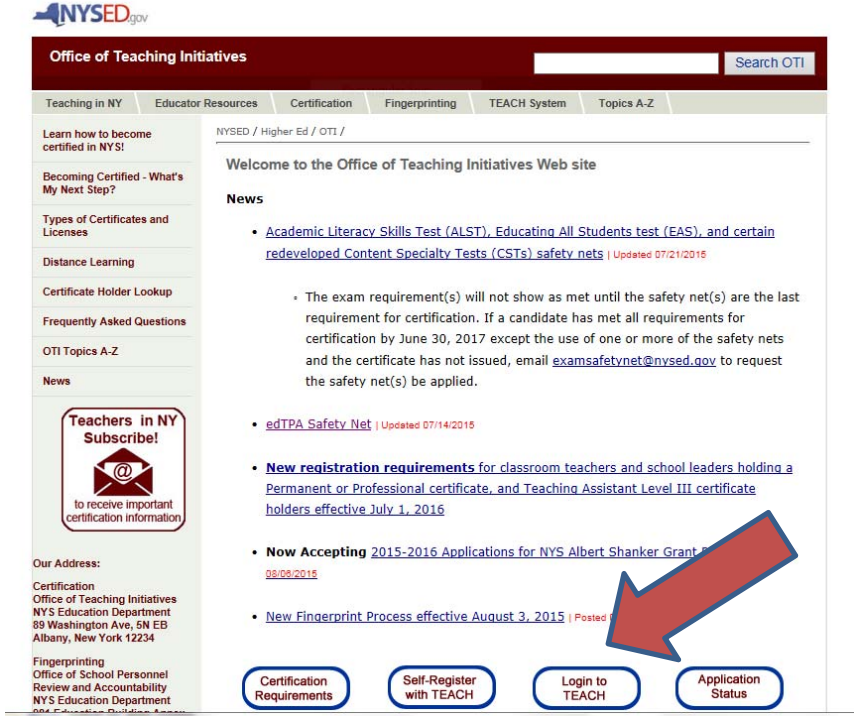
Teaching Assistant Certification

Application Process

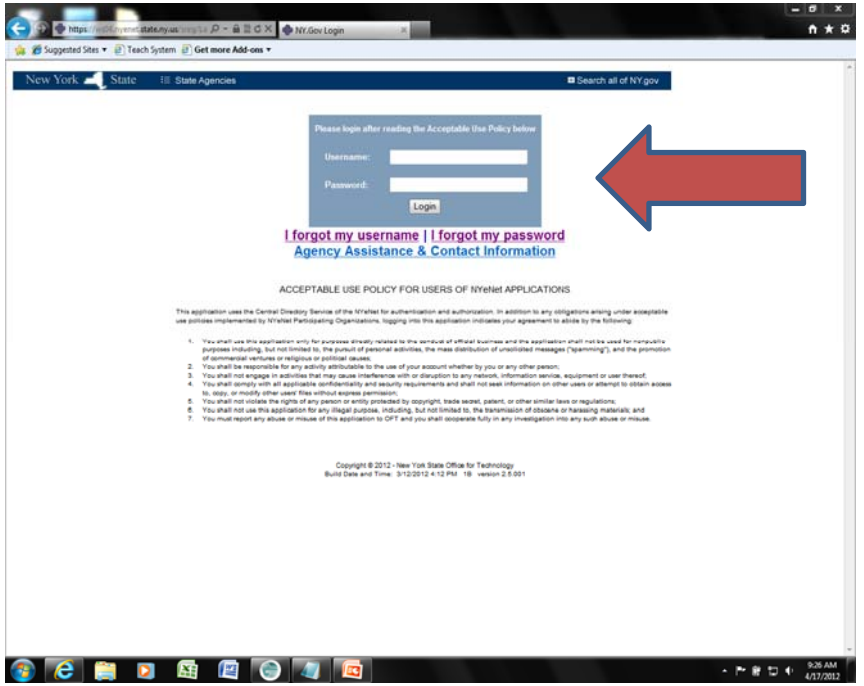
http://www.highered.nysed.gov/tcert/ctta.html#Requirements

Go to www.highered.nysed.gov/tcert

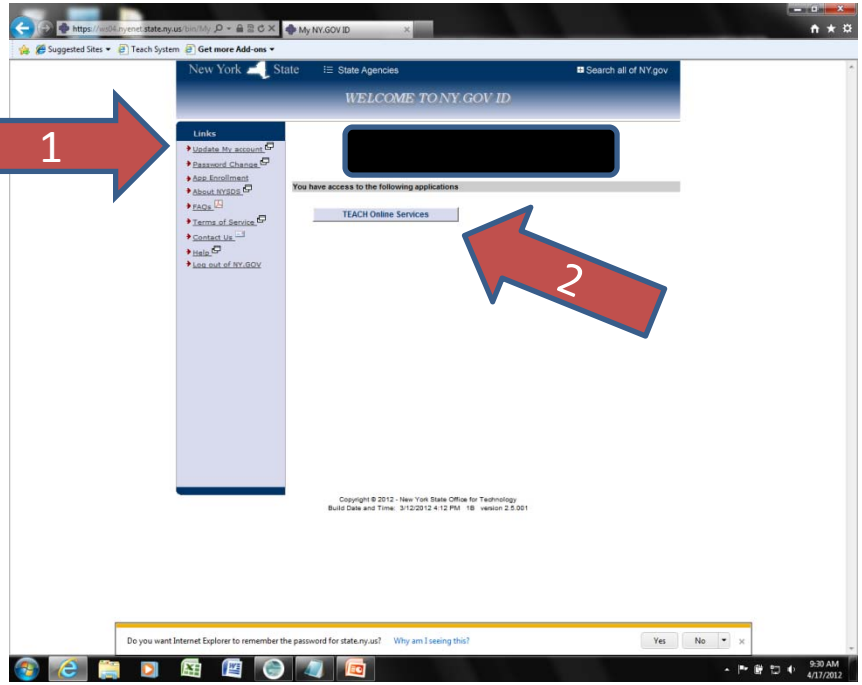
Click on “Log into TEACH”



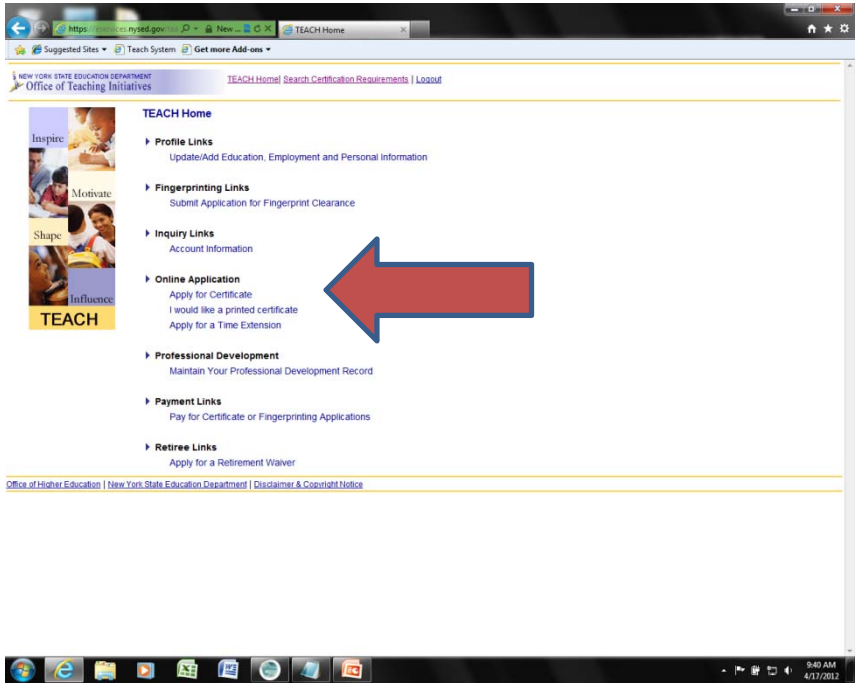
Enter your user I.D and password (call 518-486-6041 if you do not remember one or the other)



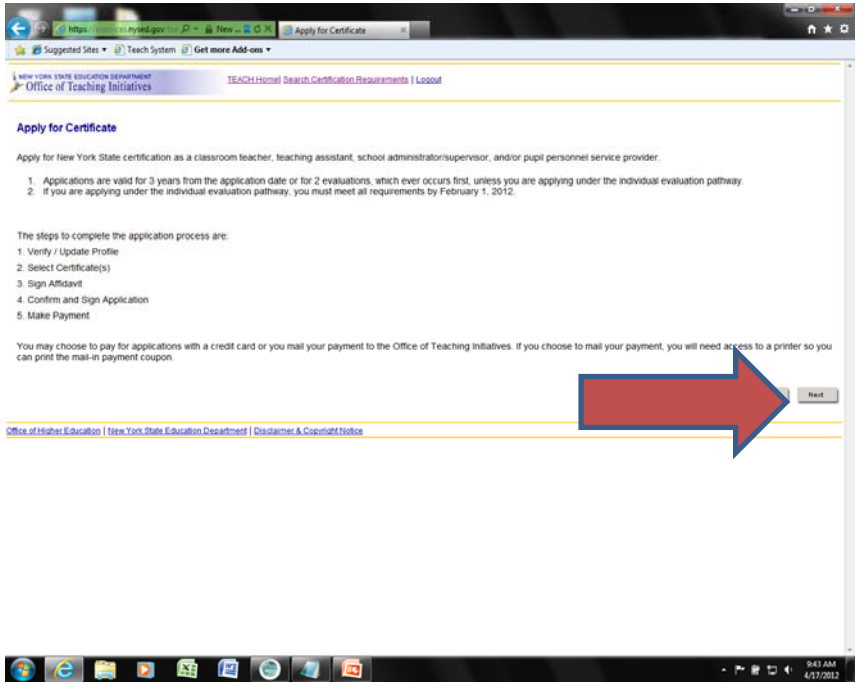
You are able to navigate from here.
1 - Update personal information (if necessary).
2 - Enter your TEACH account



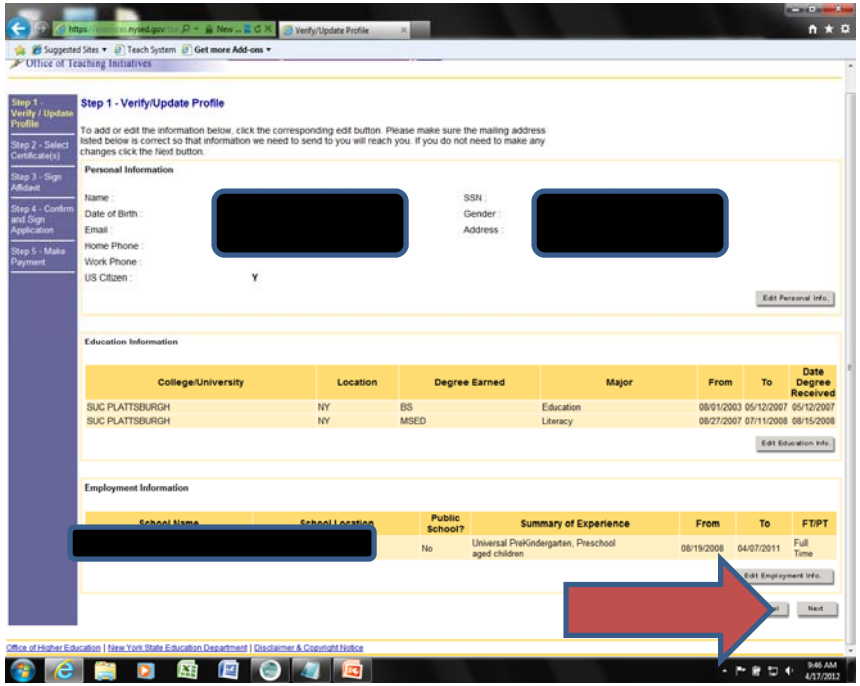
Click on "Apply for Certificate"



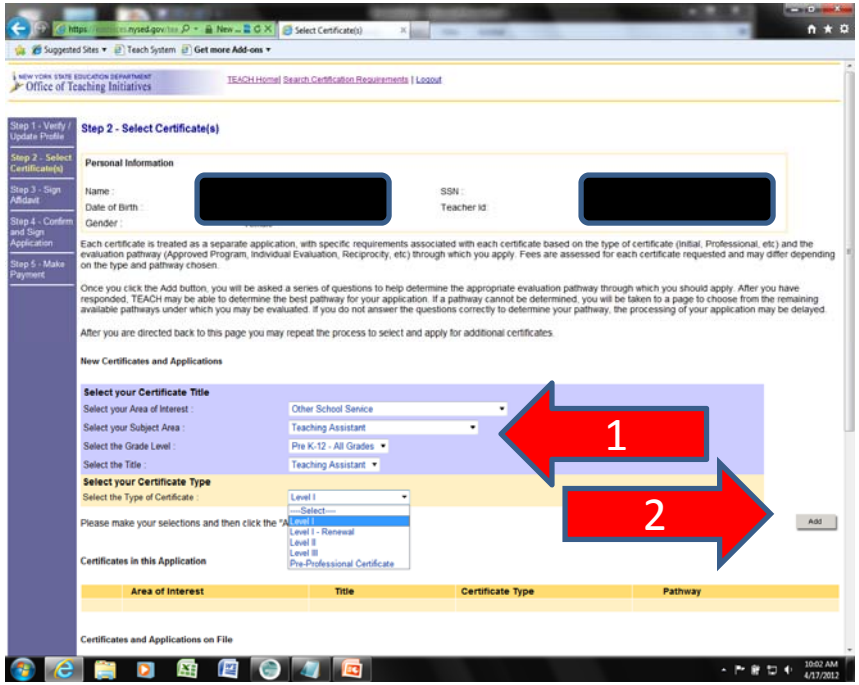
The next steps to be completed. Read, then click “Next”.



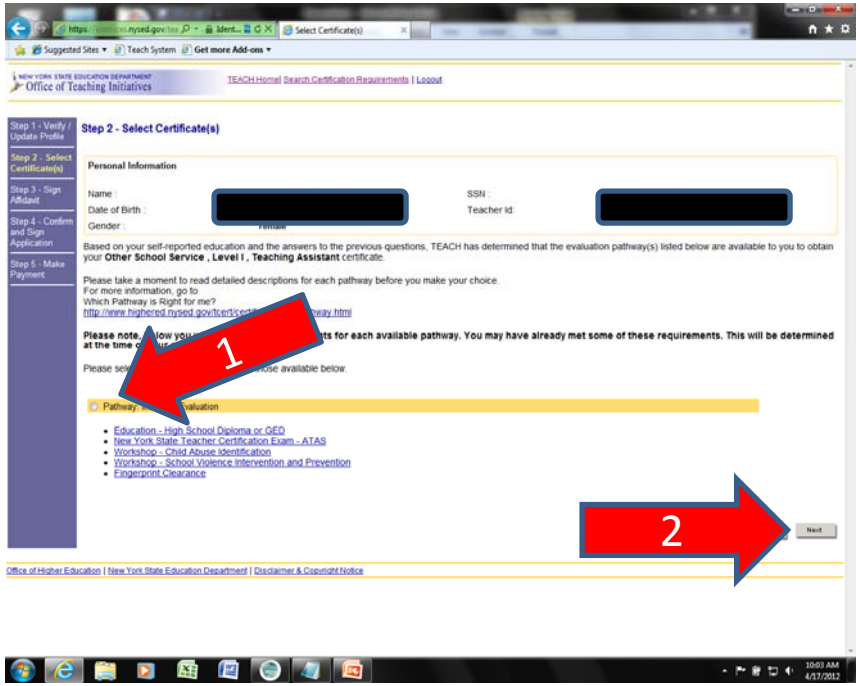
Verify information, then click “Next” (you will need to click “Next” twice).



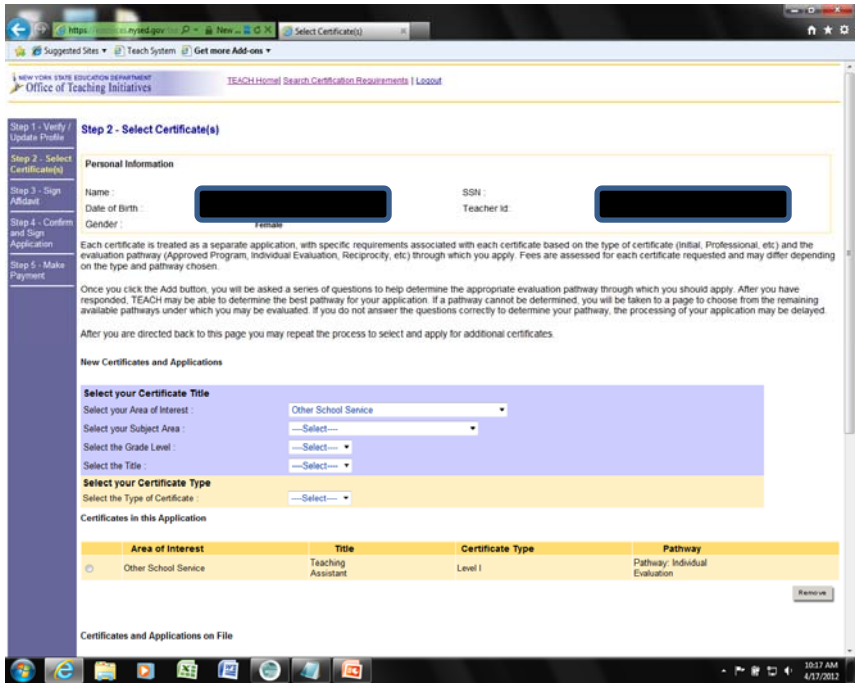
1 - Enter the options shown (make sure you choose the correct type).
2 - Click “Add”.

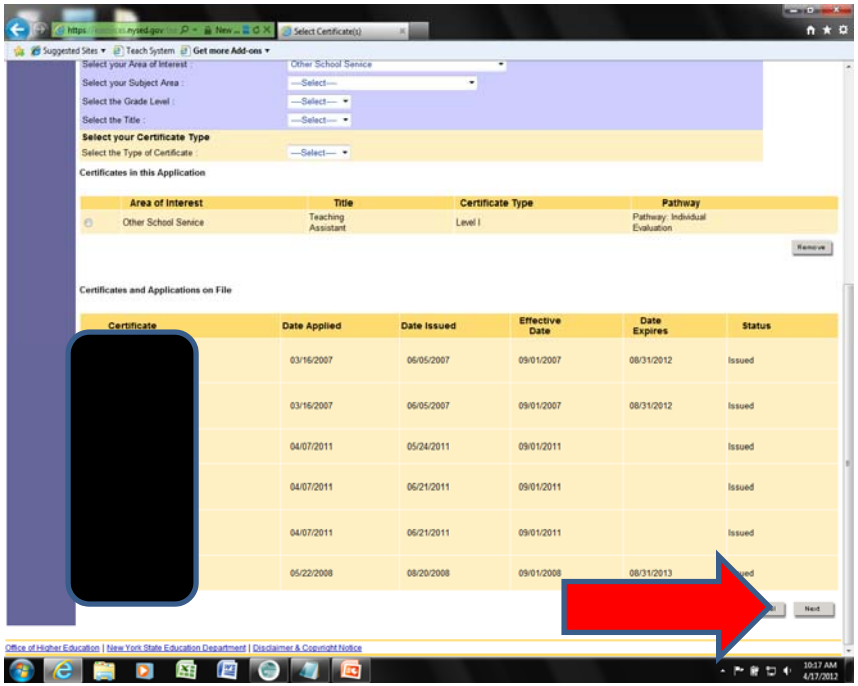


Verify information,
1 - Click on “Individual Evaluation” pathway.
2 - Click “Next”.



If you are only applying for one certification area, click “Next”.





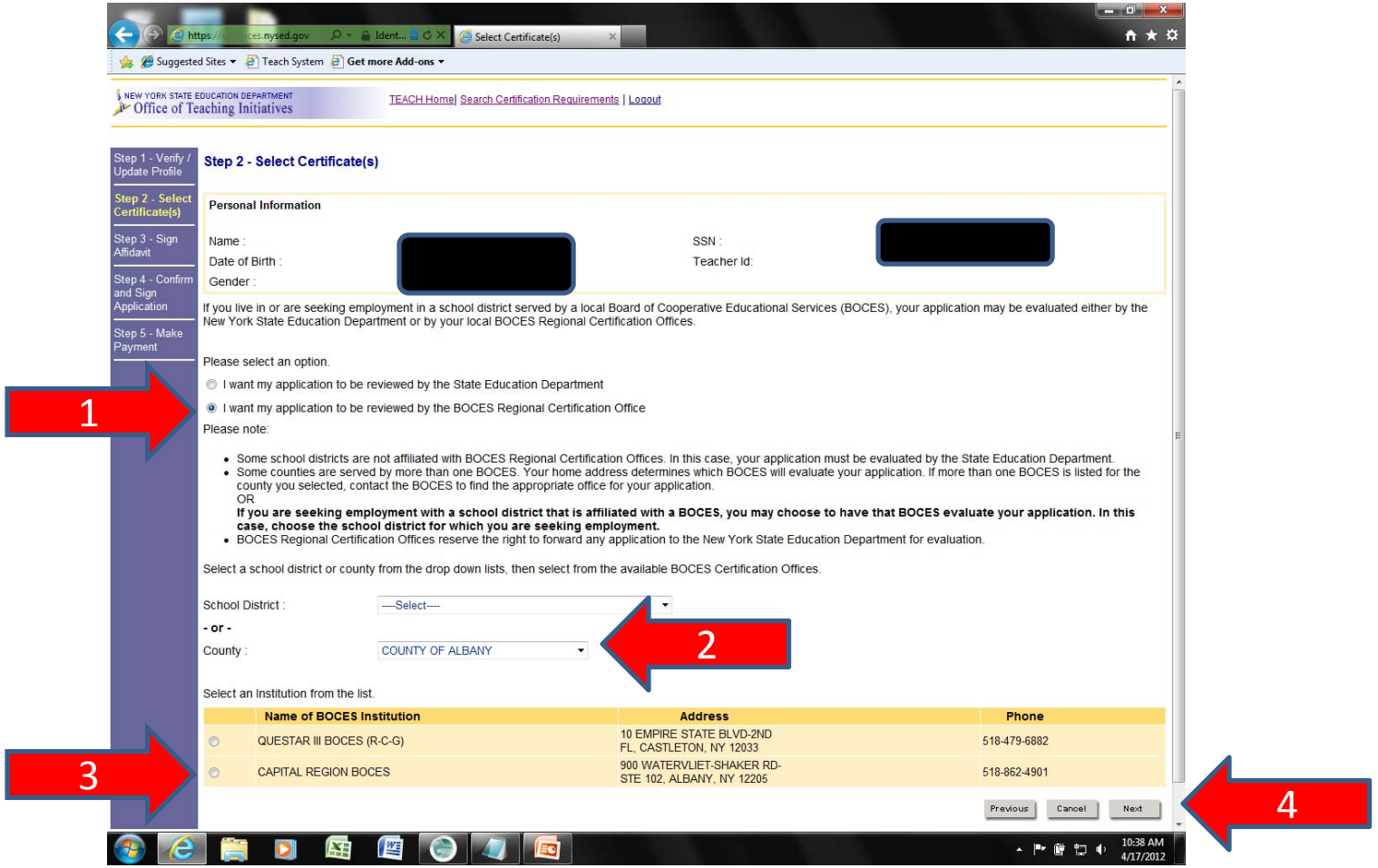
If you want my office to evaluate the application:

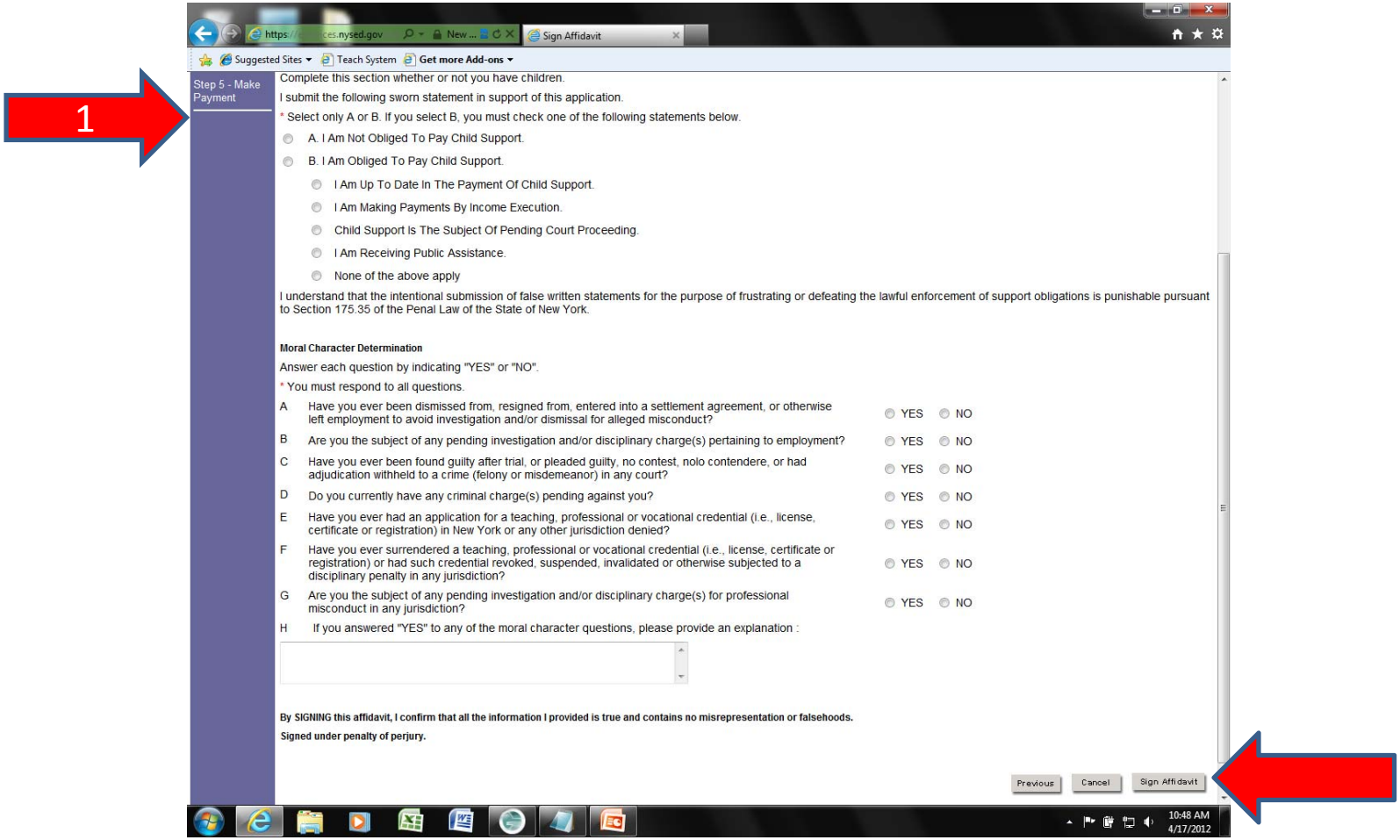
1 – Click on “I want my application to be reviewed by the BOCES Regional Certification Office”

2 – Choose “COUNTY OF ALBANY” from the drop down menu

3 – Click on “CAPITAL REGION BOCES”

4 – Click “Next”



1 - Answer all questions by clicking on the appropriate box

2 - Click “Sign Affidavit”.