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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/ospa/>

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



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)

NYSED.gov
Office of Teaching Initiatives

Teaching in NY | Educator Resources | Certification | Fingerprinting | TEACH System | Topics A-Z

Learn how to become certified in NYS!
Becoming Certified - What's My Next Step?
Types of Certificates and Licenses
Distance Learning
Certificate Holder Lookup
Frequently Asked Questions
OTI Topics A-Z
News

NYSED / Higher Ed / OTI /

Welcome to the Office of Teaching Initiatives Web site

News

- [Academic Literacy Skills Test \(ALST\), Educating All Students test \(EAS\), and certain redeveloped Content Specialty Tests \(CSTs\) safety nets](#) | Updated 07/21/2015
 - The exam requirement(s) will not show as met until the safety net(s) are the last requirement for certification. If a candidate has met all requirements for certification by June 30, 2017 except the use of one or more of the safety nets and the certificate has not issued, email examsafetynet@nysed.gov to request the safety net(s) be applied.
- [edTPA Safety Net](#) | Updated 07/14/2015
- [New registration requirements for classroom teachers and school leaders holding a Permanent or Professional certificate, and Teaching Assistant Level III certificate holders effective July 1, 2016](#)
- [Now Accepting 2015-2016 Applications for NYS Albert Shanker Grant](#) | 08/08/2015
- [New Fingerprint Process effective August 3, 2015](#) | Posted 08/03/2015

[Certification Requirements](#) | [Self-Register with TEACH](#) | [Log into TEACH](#) | [Application Status](#)

Our Address:
Certification
Office of Teaching Initiatives
NYS Education Department
89 Washington Ave, 5N EB
Albany, New York 12234

Fingerprinting
Office of School Personnel
Review and Accountability
NYS Education Department
60A Catherine Building Albany

Teachers in NY
Subscribe!
to receive important
certification information

NYSED Login

Please login after reading the Acceptable Use Policy below

Username:
Password:

[I forgot my username](#) | [I forgot my password](#)
[Agency Assistance & Contact Information](#)

ACCEPTABLE USE POLICY FOR USERS OF NYNet APPLICATIONS

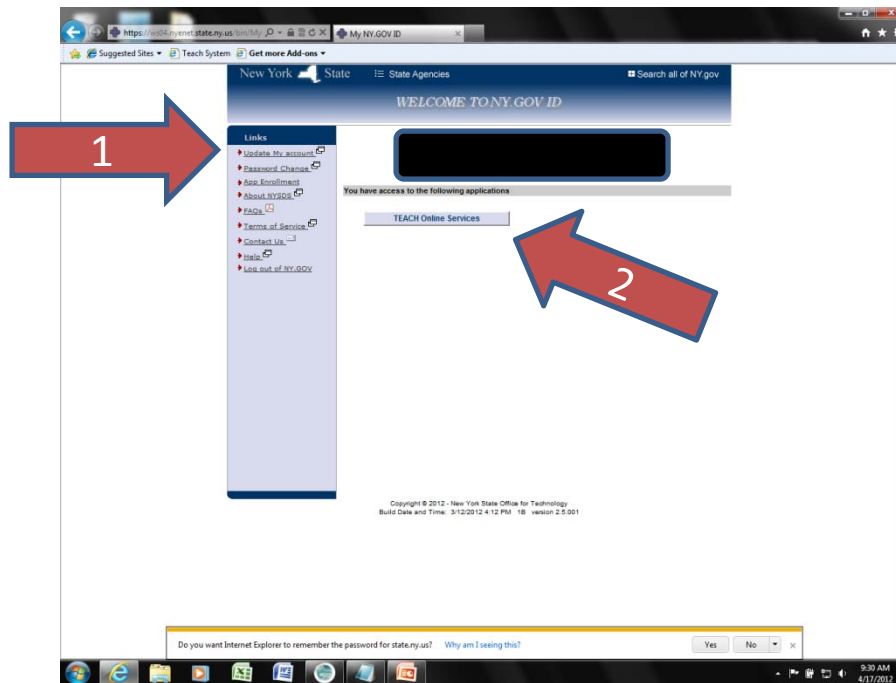
This application uses the Central Directory Service of the NYNet for authentication and authorization. In addition to any obligations arising under acceptable use policies implemented by NYNet Participating Organizations, logging into this application indicates your agreement to abide by the following:

1. You shall use this application only for purposes directly related to the conduct of official business and the application shall not be used for nonpublic purposes including, but not limited to, the conduct of personal activities, the mass distribution of unsolicited messages ("spamming"), and the promotion of commercial ventures or religious or political issues.
2. You shall be responsible for any activity attributable to the use of your account whether by you or any other person.
3. You shall not engage in activities that may cause interference with or disruption to any network, information service, equipment or user thereof.
4. You shall comply with all applicable confidentiality and security requirements and shall not seek information on other users or attempt to obtain access to, copy, or modify other user files without express permission.
5. You shall not violate the rights of any person or entity protected by copyright, trade secret, patent, or other similar laws or regulations.
6. You shall not use this application for any illegal purpose, including, but not limited to, the transmission of obscene or harassing materials, and
7. You must report any abuse or misuse of this application to OIT and you shall cooperate fully in any investigation into any such abuse or misuse.

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Build Date and Time: 3/13/2012 4:12 PM - 10 - version 2.0.001

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”.

Apply for Certificate

Apply for New York State certification as a classroom teacher, teaching assistant, school administrator/supervisor, and/or pupil personnel service provider.

- Applications are valid for 3 years from the application date or for 2 evaluations, whichever occurs first, unless you are applying under the individual evaluation pathway.
- If you are applying under the individual evaluation pathway, you must meet all requirements by February 1, 2012.

The steps to complete the application process are:

1. Verify / Update Profile
2. Select Certificate(s)
3. Sign Affidavit
4. Confirm and Sign Application
5. Make Payment

You may choose to pay for applications with a credit card or you mail your payment to the Office of Teaching Initiatives. If you choose to mail your payment, you will need access to a printer so you can print the mail-in payment coupon.

[Office of Higher Education](#) | [New York State Education Department](#) | [Disclaimer & Copyright Notice](#)

Next

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

Step 1 - Verify/Update Profile

To add or edit the information below, click the corresponding edit button. Please make sure the mailing address listed below is correct so that information we need to send to you will reach you. If you do not need to make any changes click the Next button.

Personal Information

Name: [Redacted] SSN: [Redacted]
 Date of Birth: [Redacted] Gender: [Redacted]
 Email: [Redacted] Address: [Redacted]
 Home Phone: [Redacted]
 Work Phone: [Redacted]
 US Citizen: Y

[Edit Personal Info.](#)

Education Information

College/University	Location	Degree Earned	Major	From	To	Date Degree Received
SUC PLATTSBURGH	NY	BS	Education	08/01/2003	05/12/2007	05/12/2007
SUC PLATTSBURGH	NY	MSED	Literacy	08/27/2007	07/11/2008	08/15/2008

[Edit Education Info.](#)

Employment Information

School Name	School Location	Public School?	Summary of Experience	From	To	FT/PT
[Redacted]	[Redacted]	No	Universal PreKindergarten, Preschool aged children	08/19/2008	04/07/2011	Full Time

[Edit Employment Info.](#)

Next

[Office of Higher Education](#) | [New York State Education Department](#) | [Disclaimer & Copyright Notice](#)

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

Step 2 - Select Certificate(s)

Personal Information

Name: [Redacted] SSN: [Redacted]
 Date of Birth: [Redacted] Teacher ID: [Redacted]
 Gender: [Redacted]

Each certificate is treated as a separate application, with specific requirements associated with each certificate based on the type of certificate (initial, Professional, etc.) and the evaluation pathway (Approved Program, Individual Evaluation, Reciprocity, etc.) through which you apply. Fees are assessed for each certificate requested and may differ depending on the type and pathway chosen.

Once you click the Add button, you will be asked a series of questions to help determine the appropriate evaluation pathway through which you should apply. After you have responded, TEACH may be able to determine the best pathway for your application. If a pathway cannot be determined, you will be taken to a page to choose from the remaining available pathways under which you may be evaluated. If you do not answer the questions correctly to determine your pathway, the processing of your application may be delayed.

After you are directed back to this page you may repeat the process to select and apply for additional certificates.

New Certificates and Applications

Select your Certificate Title

Select your Area of Interest: Other School Service
 Select your Subject Area: Teaching Assistant
 Select the Grade Level: Pre K-12 - All Grades
 Select the Title: Teaching Assistant

Select your Certificate Type

Select the Type of Certificate: Level I
 Level I - Renewal
 Level II
 Level III
 Pre-Professional Certificate

Please make your selections and then click the "Add" button.

Certificates in this Application

Area of Interest	Title	Certificate Type	Pathway

Certificates and Applications on File

- 1 - Click on "Individual Evaluation" pathway.
- 2 - Click "Next".

Step 2 - Select Certificate(s)

Personal Information

Name: [Redacted] SSN: [Redacted]
 Date of Birth: [Redacted] Teacher ID: [Redacted]
 Gender: [Redacted]

Based on your self-reported education and the answers to the previous questions, TEACH has determined that the evaluation pathway(s) listed below are available to you to obtain your **Other School Service, Level I, Teaching Assistant** certificate.

Please take a moment to read detailed descriptions for each pathway before you make your choice.
 For more information, go to:
<http://www.highered.nysed.gov/cert/certification.html>

Please note: Now you must select a pathway for each available pathway. You may have already met some of these requirements. This will be determined at the time of your application.

Please select the pathway(s) you wish to use available below:

Pathway - Individual Evaluation

- Education - High School Diploma or GED
- New York State Teacher Certification Exam - ATAS
- Workshop - Child Abuse Identification
- Workshop - School Violence Intervention and Prevention
- Fingerprint Clearance

Next

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

The screenshot shows the 'Step 2 - Select Certificate(s)' page of the TEACH System. On the left is a vertical navigation menu with steps: Step 1 - Verify Update Profile, Step 2 - Select Certificate(s), Step 3 - Sign Affidavit, Step 4 - Confirm and Sign Application, and Step 5 - Make Payment. The main content area is titled 'Step 2 - Select Certificate(s)' and includes a 'Personal Information' section with fields for Name, Date of Birth, Gender, SSN, and Teacher Id. Below this is a paragraph explaining the application process. A section titled 'New Certificates and Applications' contains dropdown menus for 'Select your Certificate Title' (with 'Other School Service' selected), 'Select your Subject Area', 'Select the Grade Level', and 'Select the Title'. Below these are 'Select your Certificate Type' and 'Select the Type of Certificate' dropdowns. A table titled 'Certificates in this Application' shows one entry: 'Other School Service' with title 'Teaching Assistant', certificate type 'Level I', and pathway 'Pathway: Individual Evaluation'. At the bottom, a section titled 'Certificates and Applications on File' is partially visible.

This screenshot is similar to the previous one but includes a large red arrow pointing to the 'Next' button at the bottom right of the page. The 'Certificates in this Application' table is more clearly visible, showing the same entry for 'Other School Service'. The 'Certificates and Applications on File' table below it contains several rows of data:

Certificate	Date Applied	Date Issued	Effective Date	Date Expires	Status
	03/16/2007	06/05/2007	09/01/2007	08/31/2012	Issued
	03/16/2007	06/05/2007	09/01/2007	08/31/2012	Issued
	04/07/2011	05/24/2011	09/01/2011		Issued
	04/07/2011	06/21/2011	09/01/2011		Issued
	04/07/2011	06/21/2011	09/01/2011		Issued
	05/22/2008	08/20/2008	09/01/2008	08/31/2013	Issued

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”

NEW YORK STATE EDUCATION DEPARTMENT
Office of Teaching Initiatives

TEACH Home | Search Certification Requirements | Logout

Step 1 - Verify / Update Profile
Step 2 - Select Certificate(s)
Step 3 - Sign Affidavit
Step 4 - Confirm and Sign Application
Step 5 - Make Payment

Step 2 - Select Certificate(s)

Personal Information

Name : [Redacted] SSN : [Redacted]
Date of Birth : [Redacted] Teacher Id: [Redacted]
Gender :

If you live in or are seeking employment in a school district served by a local Board of Cooperative Educational Services (BOCES), your application may be evaluated either by the New York State Education Department or by your local BOCES Regional Certification Offices.

Please select an option.

☐ I want my application to be reviewed by the State Education Department
☒ I want my application to be reviewed by the BOCES Regional Certification Office

Please note:

- Some school districts are not affiliated with BOCES Regional Certification Offices. In this case, your application must be evaluated by the State Education Department.
- Some counties are served by more than one BOCES. Your home address determines which BOCES will evaluate your application. If more than one BOCES is listed for the county you selected, contact the BOCES to find the appropriate office for your application.

OR

If you are seeking employment with a school district that is affiliated with a BOCES, you may choose to have that BOCES evaluate your application. In this case, choose the school district for which you are seeking employment.

- BOCES Regional Certification Offices reserve the right to forward any application to the New York State Education Department for evaluation.

Select a school district or county from the drop down lists, then select from the available BOCES Certification Offices.

School District : [---Select---]
- or -
County : COUNTY OF ALBANY

Select an Institution from the list.

Name of BOCES Institution	Address	Phone
<input type="radio"/> QUESTAR III BOCES (R-C-G)	10 EMPIRE STATE BLVD-2ND FL, CASTLETON, NY 12033	518-479-6882
<input checked="" type="radio"/> CAPITAL REGION BOCES	900 WATERVLIET-SHAKER RD-STE 102, ALBANY, NY 12205	518-862-4901

Previous Cancel Next

10:38 AM 4/17/2012

- 1 - Answer all questions by clicking on the appropriate box
- 2 - Click "Sign Affidavit".

The screenshot shows a web browser window with the URL <https://nces.nysed.gov>. The page title is "Sign Affidavit". On the left side, there is a vertical navigation bar with a purple background. The first item in the bar is "Step 5 - Make Payment", which is highlighted. A large red arrow with the number "1" points to this item. The main content area of the page contains the following text:

Complete this section whether or not you have children.
I submit the following sworn statement in support of this application.
* Select only A or B. If you select B, you must check one of the following statements below.

- ☐ A. I Am Not Obligated To Pay Child Support.
- ☐ B. I Am Obligated To Pay Child Support.
 - ☐ I Am Up To Date In The Payment Of Child Support.
 - ☐ I Am Making Payments By Income Execution.
 - ☐ Child Support Is The Subject Of Pending Court Proceeding.
 - ☐ I Am Receiving Public Assistance.
 - ☐ None of the above apply

I understand that the intentional submission of false written statements for the purpose of frustrating or defeating the lawful enforcement of support obligations is punishable pursuant to Section 175.35 of the Penal Law of the State of New York.

Moral Character Determination
Answer each question by indicating "YES" or "NO".
* You must respond to all questions.

- A Have you ever been dismissed from, resigned from, entered into a settlement agreement, or otherwise left employment to avoid investigation and/or dismissal for alleged misconduct? ☐ YES ☐ NO
- B Are you the subject of any pending investigation and/or disciplinary charge(s) pertaining to employment? ☐ YES ☐ NO
- C Have you ever been found guilty after trial, or pleaded guilty, no contest, nolo contendere, or had adjudication withheld to a crime (felony or misdemeanor) in any court? ☐ YES ☐ NO
- D Do you currently have any criminal charge(s) pending against you? ☐ YES ☐ NO
- E Have you ever had an application for a teaching, professional or vocational credential (i.e., license, certificate or registration) in New York or any other jurisdiction denied? ☐ YES ☐ NO
- F Have you ever surrendered a teaching, professional or vocational credential (i.e., license, certificate or registration) or had such credential revoked, suspended, invalidated or otherwise subjected to a disciplinary penalty in any jurisdiction? ☐ YES ☐ NO
- G Are you the subject of any pending investigation and/or disciplinary charge(s) for professional misconduct in any jurisdiction? ☐ YES ☐ NO
- H If you answered "YES" to any of the moral character questions, please provide an explanation :

By SIGNING this affidavit, I confirm that all the information I provided is true and contains no misrepresentation or falsehoods.
Signed under penalty of perjury.

At the bottom right of the page, there are three buttons: "Previous", "Cancel", and "Sign Affidavit". A large red arrow points to the "Sign Affidavit" button.