

Pathway Guide to

NY EARLY CHILDHOOD TEACHER CERTIFICATION

September 2016



New York Early Childhood
Professional Development Institute

www.earlychildhoodny.org



New York Early Childhood Professional Development Institute

The New York Early Childhood Professional Development Institute

is a dynamic public-private partnership that exists to drive the excellence of services designed for young children through research, policy, and practice.

The Institute's Career Development Services Center provides free, comprehensive career development services to all current and aspiring early childhood professionals, including:

- Academic Planning and Advisement
- Career and Vocational Assessment
- Resume Preparation
- Interview and Job Search Strategies
- Teacher Certification
- Study Plan Support

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Career Development Services Center

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Dear Early Childhood Professional,

The process of teacher certification can often be a daunting challenge. Depending on where you are academically and professionally, there are several pathways to becoming a New York State certified early childhood education teacher. This booklet is designed to make navigating that process a little simpler.

The following pages contain a step-by-step guide to fulfilling the requirements set forth by the State of New York to become certified in Early Childhood Education (Birth – Grade 2). All of the information detailed is made available through the New York State Education Department and the New York State Teacher Certification Exam organization and is valid as of July 1, 2016.

Use this information, in conjunction with your Career Advisor, as your personal map—charting the course to becoming an early childhood classroom teacher.

Wishing you all the best on your journey!

Sincerely,
Raedell M. Wallace
Director of Career Development



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WHAT DO I NEED TO DO?

Here is a step-by-step
overview of the NYS Teacher
Certification process.

STEP 1

COMPLETE AN APPROVED TEACHER PREPARATION PROGRAM

Approved teacher preparation programs in Early Childhood Education

at institutes of higher education are registered with the New York State Education Department, and specifically designed to qualify students for certification to educate children from Birth to Grade 2. Program requirements generally consist of both classroom coursework and field experiences. Institutions will recommend students for certification upon graduation and verify that all program requirements have been completed. As of May 1, 2014, NYSED now requires that all applicants for teacher certification have a degree completed through a teacher preparation program. The individual evaluation pathway is no longer available.

STEP 2

APPLY FOR CERTIFICATION

Applications for teacher certification are completed through the NYSED Office of Teaching Initiatives, **TEACH Online Service**. **TEACH** is a web-based teacher certification database, online application, and teacher certification system designed to streamline the application process. Applicants must create a **TEACH** account in order to input and track pertinent information.



You can access **TEACH** here:

www.highered.nysed.gov/tcert/teach/login.html

There are two main types of certification:

1. **Initial Certification** is the entry-level credential for teaching in New York State earned upon successful completion of all teacher preparation requirements. This credential is valid for five years, during which time individuals should be working on requirements for **Professional Certification**.
2. **Professional Certification** is the second and highest level of classroom teaching certificate for New York State. This is issued to teachers who have already earned initial certification and completed all of the following additional requirements:

Three years of teaching experience
(the first of which must include
mentored experience)



Master's degree from a regionally
accredited institution

- **NOTE:** If you have earned a Master's degree that is not in Early Childhood Education or any of the Liberal Arts & Sciences, you may need to take an **ADDITIONAL** 12 semester hours of graduate course work in ECE or a related field at a regionally accredited college offering a graduate degree in ECE. Final determinations will be made by NYSED after submitting an application.

STEP 3

GET FINGERPRINT CLEARANCE

NYS law requires that the Office of School Personnel Review and Accountability (OSpra) conduct fingerprint-supported criminal history background checks with the Division of Criminal Justice Services (DCJS) and the Federal Bureau of Investigation (FBI) for all applicants seeking certification and all prospective school employees.

All fingerprinting required by the NYS Education Department for certification or employment in schools must be scheduled with MorphoTrust: www.IdentoGO.com. You can find more information about the fingerprinting process from start to finish: www.highered.nysed.gov/tsei/ospra/fpprocess.html.

To release NYC Department of Education fingerprints to NYSED

Applicants who were fingerprinted by NYC DOE after July 1, 1990, and would like to authorize NYC DOE to release fingerprint results to the NYSED can do so by submitting an OSPRA 104 form. OSPRA 104 requests generally take approximately seven (7) business days to be processed.

1. Obtain the OSPRA 104 form available on DHR forms website:
www.schools.nyc.gov/Offices/DHR/DHRForms/default.htm
2. Complete sections 1 and 2. Please note that failure to complete all required fields accurately will delay processing.
3. Sign and date in section 3.
4. Submit the completed form to the OSPRA 104 Processing Unit via fax or mail:
 - Fax: 718-935-2726
 - Mail: NYC DOE - HR Connect Walk-in Center
65 Court St, Room 102, Brooklyn, NY 11201

To release NYSED fingerprints to the NYC Department of Education

If you have been fingerprinted in New York State for your NYS Teacher Certification, those fingerprint results can be used to meet the NYC Department of Education fingerprint requirement for employment instead of requiring the applicant to be fingerprinted a second time.

Submission of an OSPRA 103 in conjunction with an I-9 form and Fingerprint Referral form allows NYC DOE to access results of those fingerprints.

Only DOE employees who were nominated in Galaxy can submit an OSPRA 103. Please note that it takes 24 hours after receiving the nomination email for the forms to populate.

OSPRA 103 requests generally take approximately seven (7) business days to be processed.

Visit www.highered.nysed.gov/tsei/ospra/faqfc.html and schools.nyc.gov/Offices/DHR/Fingerprinting+Employee+IDs+and+Smart+Cards.htm for more details and frequently asked questions about the fingerprint clearance requirement.

STEP 4

COMPLETE MANDATORY TRAININGS

All applicants for certification must complete mandatory training coursework in each of the following areas through an approved service provider:

Child Abuse Identification and Reporting

www.op.nysed.gov/training/caproviders.htm

School Violence Intervention and Prevention

www.p12.nysed.gov/sss/ssae/schoolsafety/save/SVPIWP_location.html

Dignity for All Students Act (DASA) Training

Applicants are required to attend six (6) hours of training in the prevention and intervention of harassment, bullying, cyber bullying, and discrimination in schools (also known as the DASA training).

www.highered.nysed.gov/tcert/certificate/dasa-applicant.html

NOTE: These requirements may be fulfilled as part of an approved teacher preparation program and reported directly to NYSED. However, if they are completed independently, a certificate must be issued upon successful completion of the workshop. This certificate must be submitted to the NYSED to verify course completion.



STEP 5

PASS REQUIRED TEACHER CERTIFICATION EXAMS

NYS requires candidates to achieve qualifying scores on a set of assessments to ensure that teachers have the requisite knowledge and skills in the liberal arts and sciences, in teaching theory and practice, and in the content area of the candidate's field of certification. Candidates are required to pass the following exams:

Academic Literacy Skills Test (ALST) Consisting of 80 selected-response items, two focused constructed-response items, and one extended written assignment, the ALST is designed to measure the academic literacy skills necessary to teach effectively in New York State public schools.

Computer-based only, Fee: \$131

Educating All Students (EAS) Consisting of 80 selected-response items and scenario-based constructed-response items, the EAS is designed to measure the professional and pedagogical knowledge and skills necessary to teach all students effectively. Computer-based only, Fee: \$102

Content Specialty Test (CST)—Multi-Subject Consists of three parts, administered as three separate tests: (1) Literacy and English Language Arts, (2) Mathematics and (3) Arts and Sciences. This exam is designed to measure candidates' pedagogical content knowledge. The questions are scenario-based, and constructed-response items require an extended written response based on an analysis of multiple samples of student-based evidence. Computer-based only, Fee: \$179 (3 parts taken in one sitting) or \$199 (3 parts, each taken separately)

Education Teacher Performance Assessment (edTPA) A national multiple measure assessment of teacher performance focused on student learning. Evidence of candidate teaching performance is drawn from a review of authentic artifacts (lesson plans, video clips of instruction, student work samples) submitted by the teacher candidate. Submissions are evaluated across five scoring components: Planning, Instruction, Assessment, Analysis of Teaching, and Academic Language. Full Evaluation Fee \$300

Visit www.nystce.nesinc.com for more information on certification exams including test dates, preparation guides and registration. For more information about the edTPA, visit www.edtpa.com.



WHAT IS MY PATHWAY?

Depending on where you start your journey, your path to early childhood teacher certification can take various forms. Work with an advisor to determine the steps you need to take to reach your goal.

Career Development Services Center

Available Services

Academic Planning and Advisement

Career and Vocational Assessment

Resume Preparation

Interview and Job Search Strategies

Teacher Certification

Study Plan Support

The Career Development Services Center, operated by the New York Early Childhood Professional Development Institute, offers a variety of services and staff to help you along the way to your early childhood teacher certification.

Raedell Wallace,

Director of Career Development

Christina Gholson, *Lead Career Advisor*

Maloune Samuel, *Project Assistant*

Contact us:

careeradvisor@earlychildhoodny.org
718-254-7735

The checklists and FAQs on the following pages are designed to help you evaluate where you are on the pathway toward getting your NYS early childhood teacher certification, as well as to offer answers to some of the most frequently asked questions.

We can help you use this information to design your individualized study plan. This may include coursework, exams, and other requirements you may need to become certified. This study plan can be submitted to your employer, along with supporting information, in order to help satisfy the terms and conditions of your employment.

COURSEWORK REQUIREMENTS

Candidates for initial certification must complete an approved teacher preparation program and receive institutional recommendation upon completion.

Which of the following categories apply to you?

- I have completed a Bachelor's degree in Early Childhood Education.
(no additional coursework required)
- I have completed a Master's degree in Early Childhood Education.
(no additional coursework required)
- My Bachelor's/Master's degree in Early Childhood Education is in progress. I have _____ credits/semesters outstanding.
- I will begin my Bachelor's/Master's degree in Early Childhood Education _____ .
Institution: _____

NOTE: If you have completed a degree program, be sure to confirm by speaking with someone at your school directly that they provide an institutional recommendation to NYSED in support of your certification. You can find an approved teacher preparation program by going to the NYSED's Inventory of Registered Programs www.nysed.gov/heds/IRPSL1.html. Search for programs leading to Teacher Certification, and choose Early Childhood or Early Childhood, Birth–Grade 2 application.





EXAM REQUIREMENTS

Candidates for certification must take and pass the NYS Teacher Certification Exams (ALST, EAS, CST and edTPA). Which of the following apply to you?

- I have passed the ALST
- I have passed the EAS
- I have passed the Multi-Subject CST (if you passed this exam prior to September 22, 2014, you will not have to take the new CST)
- I have passed the Multi-Subject CST–ECE
- I have completed the edTPA

OTHER CERTIFICATION REQUIREMENTS

Candidates for certification must also complete other requirements in order to earn certification. Which of the following have you completed?

- Apply to the NYSED Office of Teaching Initiatives for Initial Certification through TEACH Online Services
- Obtain fingerprint clearance
- Complete mandatory trainings
 - Child Abuse Identification and Reporting
 - School Violence Intervention and Prevention
 - Dignity for All Students Act (DASA) Training



PRE

ONE WORD

To Describe How I Feel About
The Thought of Creating A Resume
and Cover Letter?

Nervy

Hopeful

???

FAQ'S:

Step-by-step answers to
frequently asked questions.

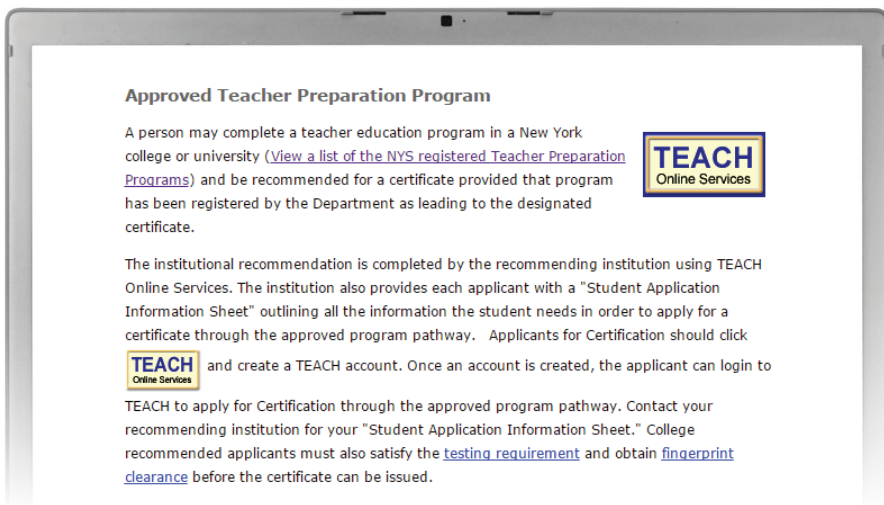
For additional help, contact us at:
careeradvisor@earlychildhoodny.org
718-254-7735

FAQ: Can I apply for certification without completing an approved teacher preparation program?

The individual evaluation pathway for an applicant's first classroom teaching certificate in Early Childhood Education (Birth–Grade 2) was discontinued as of May 1, 2014.


Candidates wishing to pursue this title must now complete an approved teacher preparation program for their first classroom teaching certificate. Candidates cannot apply for their first classroom teaching certification in Early Childhood Education if they do not have a degree from a program designed to lead to Birth–Grade 2 certification.

From the NYSED Office of Teaching Initiatives:



Approved Teacher Preparation Program

A person may complete a teacher education program in a New York college or university ([View a list of the NYS registered Teacher Preparation Programs](#)) and be recommended for a certificate provided that program has been registered by the Department as leading to the designated certificate.

The institutional recommendation is completed by the recommending institution using TEACH Online Services. The institution also provides each applicant with a "Student Application Information Sheet" outlining all the information the student needs in order to apply for a certificate through the approved program pathway. Applicants for Certification should click  and create a TEACH account. Once an account is created, the applicant can login to TEACH to apply for Certification through the approved program pathway. Contact your recommending institution for your "Student Application Information Sheet." College recommended applicants must also satisfy the [testing requirement](#) and obtain [fingerprint clearance](#) before the certificate can be issued.

To find an approved teacher preparation program in your area, go to:
www.nysed.gov/heds/IRPSL1.html.

Sources:

www.highered.nysed.gov/tcert/news/inevaldeadline.html

www.highered.nysed.gov/tcert/certificate/teachrecommend.html

FAQ: What do I do if my certification has expired?

Initial classroom teacher certificates may be reissued **once** under certain conditions. From the NYSED Office of Teaching Initiatives:

NYSED / Higher Ed / OTI / Certification / Certification from Start to Finish

Reissuance of an Expired Initial certificate

Initial Classroom Teacher Certificates

Your Initial classroom teacher certificate, if expired, may be reissued **once**, for five years **ONLY** if you:

- do not already have three years of teaching experience or its equivalent for a classroom teaching certificate.
- have completed 75 hours of [acceptable](#) professional development (PD) as prescribed in part 80-3.6 **within the year prior to applying** to the Department for the reissuance of your Initial certificate. If you completed PD according to a NYS school district plan, a letter from the district on school district letterhead verifying the number of PD hours completed one year prior to the date of your application.
- re-take and achieve a satisfactory score on the NYS Teacher Certification Examination, Content Specialty Test(s) in the area(s) required for the certificate sought, within one year of applying for the reissuance of your Initial certificate.
 - Even though you may take the CST **after** you apply, the certificate will not be reissued until a satisfactory score is received.

Source:
www.highered.nysed.gov/tcert/certificate/reissue.html

FAQ: What if I'm having trouble passing the new certification exams?

From the NYSED Office of Teaching Initiatives:

NYSED / Higher Ed / OTI / Certification / Testing

Academic Literacy Skills Test (ALST), Educating All Students test (EAS), edTPA and certain redeveloped Content Specialty Tests (CSTs) safety nets

At its April 2016 meeting, the Board of Regents, by emergency regulation, extended the safety nets for the Academic Literacy Skills Test (ALST), Educating All Students test (EAS), edTPA, certain redeveloped Content Specialty Tests (CSTs) and the new Multi-Subject: Secondary Teachers Grade 7 - Grade 12 Content Specialty Test. Read the [April 2016 Regent Item](#).

Information regarding the creation of the safety nets for the Academic Literacy Skills Test (ALST), Educating All Students test (EAS), and certain redeveloped Content Specialty Tests (CSTs) can be found at: [May 2015 Regent Item](#).

These safety nets will be effective through June 30, 2017. If necessary, candidates may take advantage of multiple safety nets in order to meet the requirements for certification and will have until June 30, 2018, one year later, to meet all other certification requirements.

Any exam requirement to be satisfied by one of the safety nets must be satisfied on or before June 30, 2017. For example, a candidate who has failed both the edTPA and the ALST may use both applicable safety nets. However, all the requirements for the edTPA Safety Net and the ALST Safety Net must be met on or before June 30, 2017; the candidate will then have one additional year, until June 30, 2018, to complete all other requirements (example: coursework; DASA training).

If a candidate has met all requirements for certification by June 30, 2018 except the use of one or more the safety nets and the certificate has not been issued, send an email to examsafetynet@nysed.gov, with the candidates first and last name, the last four digits of the social security number and the date birth and the request that the safety net(s) be applied. We will then review the candidate's application.

- [Academic Literacy Skills Test \(ALST\) Safety Net](#)
- [Educating All Students test \(EAS\) Safety Net](#)
- [edTPA Safety Net](#)
- [Content Specialty Tests \(CSTs\) Safety Net](#)
- [Multi-Subject: Secondary Teachers \(Grade 7- Grade 12\) Safety Net](#)
- [NYSTCE Safety Net Refund Policy](#)

Source:

www.highered.nysed.gov/tcert/certificate/certexamsafetynets.html

FAQ: How do I earn Early Childhood Certification in addition to my current NYS teaching certification?

Candidates who already hold a valid NYS teaching certification can earn an additional certification in Early Childhood Education (Birth–Grade 2) by completing the following requirements:

College Coursework

- Concepts in Historical and Social Sciences **SIX SEMESTER HOURS**
- Scientific Processes **SIX SEMESTER HOURS**
- Mathematical Processes **SIX SEMESTER HOURS**
- Teaching Literacy Skills Methods **THREE SEMESTER HOURS**
- Pedagogical Core
- College Coursework exclusively at Student Developmental Level, Early Childhood (Birth–Grade 2) **SIX SEMESTER HOURS**

Certification Exams

- **New York State Teacher Certification Exam—Academic Literacy Skills Test (ALST)**
- **New York State Teacher Certification Exam—Educating All Students Test (EAS)**
- **Content Specialty Test (CST)**—Multi-Subject or Multi-Subject: Teachers of Early Childhood (Birth–Grade 2)
- **edTPA—Early Childhood**

Mandatory Trainings

- Child Abuse Identification and Reporting
- School Violence Intervention and Prevention
- Dignity For All Students Act (DASA)

Fingerprint Clearance

- www.highered.nysed.gov/tsei/ospra/fpprocess.html

Source:

<https://eservices.nysed.gov/teach/certhelp/CertRequirementHelp.do>

FAQ: How do I earn NYS Early Childhood Education certification if I earned my degree from out-of-state?

Candidates who have completed a degree in Early Childhood Education outside of the state can earn a New York State initial certification in Early Childhood Education (Birth–Grade 2) by completing the following requirements:

Completion of a comparable non-NYS approved teacher preparation program (Bachelor’s or Master’s level) that would lead to an institutional recommendation for certification in Early Childhood Education in the state the college is located. Final determination of comparability is made by NYSED after submission of application.

Minimum 2.50 undergraduate GPA

Certification Exams

- **New York State Teacher Certification Exam—** Academic Literacy Skills Test (ALST)
- **New York State Teacher Certification Exam—** Educating All Students Test (EAS)
- **Content Specialty Test (CST)—**Multi-Subject or Multi-Subject: Teachers of Early Childhood (Birth–Grade 2)
- **edTPA—Early Childhood**

Mandatory Trainings

- **Child Abuse Identification and Reporting**
- **School Violence Intervention and Prevention**
- **Dignity For All Students Act (DASA)**

Fingerprint Clearance

- www.highered.nysed.gov/tsei/ospra/fpprocess.html

Source:

<https://eservices.nysed.gov/teach/certhelp/CertRequirementHelp.do>

FAQ: How do I earn a NYS Early Childhood Education certification if I am already certified in ECE in another state?

Candidates who have completed a certification in Early Childhood Education outside of the state can earn a New York State initial certification in Early Childhood Education (Birth–Grade 2) by completing the following requirements:

Possess a valid, comparable certification from a US State or territory

- See www.highered.nysed.gov/tcert/certificate/levelcert.html for information about acceptable certificates.

Have three (3) years of certified teaching experience in Early Childhood Education

Possess a bachelor's with a minimum GPA of 2.50.

Certification Exams

- **New York State Teacher Certification Exam—Academic Literacy Skills Test (ALST)**
- **New York State Teacher Certification Exam—Educating All Students Test (EAS)**
- **Content Specialty Test (CST)—Multi-Subject or Multi-Subject: Teachers of Early Childhood (Birth–Grade 2)**
- **edTPA—Early Childhood**

Mandatory Trainings

- **Child Abuse Identification and Reporting**
- **School Violence Intervention and Prevention**
- **Dignity For All Students Act (DASA)**

Fingerprint Clearance

- www.highered.nysed.gov/tsei/ospra/fpprocess.html

Source:

<https://eservices.nysed.gov/teach/certhelp/CertRequirementHelp.do>



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