

Pathway Guide to
**NYC EARLY CHILDHOOD
TEACHER CERTIFICATION**



**NYC Early Childhood
Professional
Development Institute**

*Developing Adults
Working with Developing Children*

www.earlychildhoodnyc.org



THE MISSION

The Institute works to ensure that all early childhood providers have access to a comprehensive system of professional development that supports high-quality services for New York City's children and their families.

THE POSITION STATEMENT

Children need to spend their most critical years with dedicated, educated, trained, and well-compensated individuals in order to thrive in today's society. Recruitment of a talented workforce, competency-based teacher education programs and training opportunities, innovative models of technical assistance, effective public policy, and adequate funding are integral components of a system that will ensure the outcomes we seek.

NYC Early Childhood Professional Development Institute
16 Court Street, 31st Floor, Brooklyn, NY, 11241

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. 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 December 31, 2010.

Use this information as a starting point for charting your course to becoming an early childhood classroom teacher. If you have any questions on certification topics not covered in this booklet, please reach out to our Career Development Services Center. One of our Career Advisors will be happy to provide guidance specific to your needs.

Wishing you all the best on your journey!

Sincerely,
Raedell M. Wallace

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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

Programs in Early Childhood Education, or a related field, at institutes of higher education that are registered with the New York State Education Department (NYSED), are specifically designed to qualify students for certification. 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.

See Appendix A for a complete list of colleges and universities in New York City with approved teacher preparation programs in early childhood education. Search for a list of registered programs at: <http://www.nysed.gov/heds/IRPSL1.html>

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.



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

There are two main types of certification:

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**.

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*



12 graduate semester hours in the content core*

*Graduate Work Requirements for Professional Certification in Early Childhood Education (ECE)

Can Be Fulfilled as Follows:

- A Master's degree previously used to satisfy certification requirements will also be accepted to satisfy both the Master's degree and 12 semester hour requirements.
- A Master's degree in any of the **Liberal Arts & Sciences** will satisfy both the Master's degree and 12 semester hour requirements; however, a Master's degree in **ECE** or a closely related field is HIGHLY recommended.
- If you have earned a Master's degree that is not in any of the **Liberal Arts & Sciences**, you must 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**.

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. To attain clearance, one must follow these steps:

- 1) Apply for fingerprint clearance in TEACH online services and pay the processing fee of \$94.25
- 2) Obtain a fingerprinting packet and get fingerprinted at one of the following locations:
 - **NYC Department of Education Division of Human Resources Employee Information Center***
65 Court Street - Room 102, Brooklyn, New York 11201
(718) 935-2750
 - Local Police Precinct
 - NYS college/university you are attending
 - By request from the OSPRA at ospa@mail.nysed.gov
- 3) Submit packet to NYSED for processing

Visit <http://www.highered.nysed.gov/tcert/faqfn.html> for more details and frequently asked questions about the fingerprint clearance requirement.

**Recommended location for NYC Applicants*

For NYS Certified Teachers planning to teach in New York City Public Schools

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. Complete an OSPRA-103 form:

<http://schools.nyc.gov/TEACHNYC/default.htm>

Send your completed OSPRA-103 form to:

**NYC Department of Education Office of Personnel Investigation,
65 Court Street, Rm. 218 Brooklyn, New York 11201**

COMPLETE MANDATORY TRAININGS

All applicants for certification must complete at least two (2) hours of coursework in each of the following areas through an approved service provider:

- Child Abuse Identification and Reporting
<http://www.op.nysed.gov/training/caproviders.htm>
- School Violence Intervention and Prevention
http://www.p12.nysed.gov/sss/ssae/schoolsafety/save/SVPIWP_location.html

These requirements are generally fulfilled as part of an approved teacher preparation program. 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.



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 three exams:

- **Liberal Arts and Sciences Test (LAST)**
Designed to test conceptual and analytical skills, critical thinking, communication skills and multicultural awareness
- **Elementary Assessment of Teaching Skills – Written (ATS-W)**
Designed to evaluate pedagogical knowledge at early childhood and childhood levels.
- **Content Specialty Test (CST) - Multi-Subject**
Designed to measure content knowledge and abilities in the area of an individual's prospective certification.

FORMAT

Each exam consists of 80-90 multiple choice questions & 1 constructed response (written) assignment. Approximately 4 hours of testing time is allotted for each exam.

SCORING

Each test is scored on a scale ranging from 100 to 300. 220 or above is considered a passing score. The score is based on the total number of questions answered correctly. Each multiple choice question is worth the same amount of points. There is no penalty for wrong answers.

FEES

Paper Based - \$79, Computer Based - \$149

Visit www.nystce.nesinc.com for more information on certification exams including test dates, preparation guides and registration.



WHICH IS MY PATHWAY?

Depending on where you start your journey, your path to early childhood teacher certification can take various forms.

PATHWAYS

- A** Approved Teacher Preparation Program
Undergraduate
- B** Approved Teacher Preparation Program
Graduate
- C** Alternative Teacher Preparation Program
Graduate
- D** Additional Classroom Teacher
Certification in Early Childhood
Graduate
- E** Interstate Reciprocity
For Applicants from other States
Graduate or Undergraduate



Approved Teacher Preparation Program

UNDERGRADUATE

This “traditional” approach to teacher certification generally applies to individuals who have earned at least a high school diploma/GED or completed an Associate’s degree or some college credits, but have not yet earned a Bachelor’s degree.



Candidates enroll in an undergraduate level program leading to a degree in Early Childhood Education or a related field. These programs generally indicate that they lead to initial teacher certification.

Candidates for Certification must:

- Complete an approved teacher preparation program and receive institutional recommendation upon completion
- Apply to the NYSED Office of Teaching Initiatives for Initial Certification through TEACH
- Obtain fingerprint clearance
- Complete mandatory trainings
- Pass the NYS Teacher Certification Exams (LAST, ATS-W, and Multi-Subject CST)

See Appendix for NYC Colleges & Universities that offer Graduate Degree programs in Early Childhood Education.



Approved Teacher Preparation Program

GRADUATE

Most candidates who fit this profile are “career changers” who already possess a Bachelor’s degree; however, they do not have a background in either education or teacher preparation.



Candidates may enroll in a graduate level program in Early Childhood Education at a New York State approved institution of higher education which leads to a degree in Early Childhood Education or a related field, and leads to initial certification in Early Childhood Education. Upon graduation from a program, the institution recommends candidates for certification in the area in which they earned their degree.

Candidates for Certification must:

- Complete a graduate level approved teacher education program and receive an institutional recommendation upon completion
- Apply to the NYSED's Office of Teaching Initiatives for Initial Certification through TEACH
- Obtain fingerprint clearance
- Complete mandatory trainings
- Pass the New York State Teacher Certification Exams (LAST, ATS-W and Multi-Subject CST)

The graduate degree earned to complete requirements for initial certification will also satisfy degree requirements for professional certification.

See Appendix for NYC Colleges & Universities that offer Graduate Degree programs in Early Childhood Education.



Alternative Teacher Preparation Program

GRADUATE

The alternative teaching preparation program is designed for the mature, second career professional who already holds a Bachelor's degree; however, they do not have a background in education nor have they completed a teacher preparation program.



Candidates may choose to enroll in a college or university with a registered Alternative Teacher Certification (ATC) Program. This pathway features accelerated introductory coursework, after which individuals may begin paid employment with extensive mentoring and other supports from the college and school district as they complete their remaining coursework and certification requirements.

Candidates for Certification must:

- Begin an approved ATC program at a NYS higher education institution. Individual must complete 200 hour introductory component (including 40 hours of field work) in order to be eligible for a transitional certification
- Obtain fingerprint clearance *
- Completing mandatory trainings *
- Take and pass the New York State Teacher Certification Exams (LAST, ATS-W, Multi-Subject CST) *
- Apply to the NYSED's Office of Teaching Initiatives for Certification through TEACH. Transitional B Certification must be obtained before being eligible for employment. Initial Certification can be obtained after completing coursework. **
- After receiving Initial Certification, apply to the NYSED's Office of Teaching Initiatives through TEACH for Professional Certification

**Requirement must be satisfied before being eligible for Transitional B Certification*

***See page 20 for more details on alternative teacher certification*



Additional Classroom Teacher Certification in Early Childhood

GRADUATE

This pathway is for individuals who already hold a valid New York State classroom teaching certificate, but wish to obtain an additional certification in Early Childhood Education.



Candidates may obtain additional certification by meeting core requirements and passing the Content Specialty Test.

Additional pedagogical coursework may be required, depending on the certificates already held. If your first certificate was issued as a result of completion of an approved program or a professional license, original official transcripts of all completed coursework from all colleges attended are required.

Candidates for Certification must:

- Have already completed a Bachelor's degree and hold a valid NYS Teaching Certificate
- Apply to the NYSED Office of Teaching Initiatives for Certification through TEACH
- Satisfy course work within the Early Childhood Content Core (Upon application candidates must submit original credentials to the Office of Teaching Initiatives for evaluation to determine what coursework needs to be completed)
- Take and pass the Multi-Subject CST



Interstate Reciprocity

(For applicants from other states)

GRADUATE OR UNDERGRADUATE

Applicants that hold a certification from another state, or who have completed an approved teacher education program outside of New York, may be eligible to be certified in New York State through interstate reciprocity.



Candidates that hold a comparable certification from another state must:

- Have at least 3 years of teaching experience under an acceptable certificate
- Apply to the NYSED Office of Teaching Initiatives through TEACH for Conditional Initial Certification*
- Obtain fingerprint clearance
- Completing mandatory trainings
- Pass NYS Teacher Certification exams (LAST, ATS-W, and the Multi-Subject CST) within two years of receiving conditional certification**

Candidates that have completed an approved teacher education program in another state that is comparable to a NYS teacher preparation program, and which leads to certification in that state must:

- Possess a Bachelor's degree
- Apply to NYSED Office of Teaching Initiatives through TEACH for Initial Certification
- Obtain fingerprint clearance
- Completing mandatory trainings
- Pass NYS Teacher Certification exams (LAST, ATS-W, and the Multi-Subject CST)

* *Conditional Initial Certification is temporarily awarded allowing teacher certified out of state to teach in NY while completing certification requirements specific to the state.*

***Initial certification is awarded upon submission of proof that the certification exam requirements were completed; no additional application is necessary. Initial certification is valid for 5 years from the date of conditional certification.*

Typical Alternative Teacher Preparation (ATP) Program

Admission Requirements

- Have a Bachelor's degree from a regionally or nationally accredited college or university, with a Grade Point Average (GPA) of at least 3.0 (B average). Programs will usually accept applicants who are in the process of obtaining their Bachelor's, but full admission to the Master's program will be contingent upon completion.
- Some programs may require a Bachelor's degree with a specific concentration, such as Education or Child Development.
- Demonstrate personal qualities necessary for the profession, such as sensitivity, flexibility, self-awareness, self-reflection.
- Have strong positive interpersonal skills and relationships with both children and adults.
- Show a healthy motivation and commitment to learning and to children.

Degree Requirements

Coursework

Every program requires students to complete a certain amount (usually between 30-45 credits) of classes pertaining to early childhood development and education. Alternative programs offer a great deal of flexibility in the order, time of day, time of year, and number of months or years these courses may be completed, to accommodate students' lifestyles.

Supervised Fieldwork / Student Teaching / Advisement

Every program contains a fieldwork or student teaching requirement to be done while students complete their coursework. This is done under the supervision of an advisor or mentor, who may be a professor in the Master's program or a mentor teacher in the partner school or center. This advisement can occur through on-site supervision, regular mentoring sessions outside the classroom, or some combination. For alternative certification programs, the program will often allow students who already work in a school or center to complete their fieldwork at their current position, provided they are able to incorporate the advisor or mentor into their work for the duration of the fieldwork component.

Master's Project/Thesis

Most programs require students to complete a project or thesis, which consists of an independent study, mentor-directed research paper, seminar-based dissertation, or portfolio. This is generally completed in conjunction with either the coursework or fieldwork.

Types of Alternative Certification

Internship Certification

To obtain the Internship Certification, programs typically require that students:

- Have completed 50% of the coursework in their program
- Have a GPA of at least 3.0
- Pass the certification exams which apply to the desired initial certificate
- Complete the Child Abuse and Violence Prevention Seminars
- Have fingerprint clearance from New York State (NYSED Requirement)
- Be employed or receive an offer for a position from a school. The position must be in the subject area and grade level of the degree and certificate sought.



List of NYC Early Childhood Programs (Colleges and Universities)

School	Type of Certification		
	INITIAL	TRANSITIONAL B	INTERNSHIP
Bank Street College of Education	✓	✓	✓
Brooklyn College	✓		
City College of New York	✓	✓	✓
City College of New York – Center for Worker Education	✓	✓	
College of Staten Island	✓		
Columbia University – Teacher’s College	✓	✓	✓
Fordham University	✓		
Hofstra University	✓		
Hunter College	✓	✓	✓
Lehman College	✓	✓	
Long Island University – C.W. Post	✓		
Long Island University – Brooklyn Campus	✓		✓
Medgar Evers College	✓		
Mercy College	✓	✓	
New York University	✓		
St. John’s University	✓		
St. Joseph’s University	✓		
Stern College for Women at Yeshiva University	✓		
Touro College	✓		
Queens College	✓	✓	
Wagner College	✓		

Appendix A

Level		Contact Information	
UNDERGRAD	GRAD	CONTACT INFO PHONE	WEB
	✓	(212) 875-4467	www.bankstreet.edu
✓	✓	(718) 951-5205	www.schooled.brooklyn.cuny.edu
	✓	(212) 650-5490	www1.ccny.cuny.edu
✓		(212) 925-6625 ext. 235 (718) 982-3719	www1.ccny.cuny.edu
✓		(212) 678-3860	www.library.csi.cuny.edu
	✓	(212) 636-6450	www.tc.columbia.edu
	✓	(516) 463-5779	www.fordham.edu
✓	✓	(212) 772-4679	www.hofstra.edu
	✓	(718) 960-8167	www.hunter.cuny.edu
✓	✓	(516) 299-4123	www.lehman.cuny.edu
✓	✓	(516) 299-4123	www.liu.edu
	✓	(718) 488-1381	www.liu.edu
✓		(718) 270-4911	www.mec.cuny.edu
	✓	(914) 674-7502	www.mercy.edu
✓	✓	(212) 998-5460	www.steinhardt.nyu.edu
		(718) 990-2000	www.stjohns.edu
✓		(631) 687-1234	www.sjcny.edu
✓		(212) 340-7768	www.yu.edu
✓		(212) 463-0400 ext. 5790	www.touro.edu
	✓	(718) 997-5300	www.qcpages.qc.edu
	✓	(718) 420-4082	www.wagner.edu



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