

# GST BOCES Regional Teacher Certification Office

## Overview

BOCES certification offices provide teacher certification services to its **component schools, their respective employees**, and those residing in the communities we serve. Please note that a BOCES fee applies if you are not a regular, full-time teacher in one of our component districts.

Services provided include:

- Providing teacher certification information to customers in the region;
- Assisting and advising candidates in their efforts to secure New York State teacher certification from the New York State Education Department; and
- Evaluating transcripts, submitting materials & expediting application processing for NYS teacher certification. \*

\*Decentralized, regional certification offices may evaluate all areas **EXCEPT** Bi-lingual, blind/deaf, ESOL, Foreign credentials, Career & technical education, School Business Administrator and School District Administrator. These applications for certificate must be forwarded to NYSED. An automated phone line, 518/474-3901, is available 9-11:30, 12:45-4:30 (except Wednesdays). [tcert@mail.nysed.gov](mailto:tcert@mail.nysed.gov) NYSED, Bureau of Fiscal Management, POB 777346, Albany NY 12224

Log on to the NYSED Office of Teaching web site for comprehensive information: [www.highered.nysed.gov/tcert](http://www.highered.nysed.gov/tcert)

## GST BOCES Teacher Certification Officers

Contact	Phone	Address	Serving districts/community...
Charlene Sisco	962-3175x269 654-2269	9579 Vocational Drive Painted Post NY 14870	Addison, Alfred-Almond, Arkport, Avoca, Bath, Bradford, Campbell-Savona, Canaseraga, Canisteo- Greenwood, Corning-Painted Post, Hammondsport, Hornell, Jasper-Troupsburg, Prattsburgh
Betty DeNardo	(same)	(same)	Elmira, Elmira Heights, Horseheads, Odessa-Montour, Spencer-Van Etten, Watkins Glen, Waverly

**Exams** Automated information 800/309-5225; customer service 11-5 EST M-F. 413/256-2882, [www.nystce.nesinc.com](http://www.nystce.nesinc.com). LAST, ATS-W, CST exams \$88 each. Exam content, sample questions, study guides & credit card registration available on this site.

## Workshops

- Child Abuse Identification (3 hrs)
  - Corning Community College \$30, 962-9457; Elmira College \$25, 735-1825, [www.nysna.org](http://www.nysna.org) \$20
- School Violence Prevention (2 hrs), effective 7/1/01.
  - GST BOCES, Kris Manns, 739-3581x2542, \$30 or [\\$20](http://www.gstboces.org/training/save) (on-line)

## Fingerprinting (effective 7/1/2001)

•Candidates may pick up a fingerprinting packet at GST BOCES, must be fingerprinted at the sheriff, local police or NYS troopers' barracks (call in advance), and mail in with required \$99 fee. Processing takes approximately 1-1.5 months.

**Initial Application Checklist**—Please be sure materials are in order so that they can be processed.

- Pay with credit card on the TEACH computer system (details below).
- Completed application – log on to [www.highered.nysed.gov/tcert](http://www.highered.nysed.gov/tcert) and enter account, apply, pay, select BOCES on “TEACH”
- Official transcripts (anything not on file @ SED w/in the last 3 yrs, must specify all course codes/titles/grades & degree conferral)
- Copies of current, active teaching certificates outside NYS (only those outside NYS needed)
- Original child abuse identification & violence prevention workshop certificates (if not already on file @ SED or on transcript)
- Full fingerprinting clearance (required for new areas of certification, not for perm. cert. in same area as current provisional)
- LAST, ATS-W, CST(s) exam scores on file (electronically).
- \$30 processing fee, payable to GST BOCES, if you are not a regular, full-time teacher in our component schools.

**TEACH System** [www.highered.nysed.gov/tcert/teach/](http://www.highered.nysed.gov/tcert/teach/), upper right, self-registration/login to TEACH

### Create Applicant Login & Password

Complete required info. & select temp. password (make note of userID & password).

When complete, click “create account”

A new password is required the 1<sup>st</sup> time you login to TEACH

Review info. If correct, click “continue”

Affirm info. is valid & click “OK”

### Enter TEACH

Logon w/login ID, old & new password (twice), click “next”

Enter SS#, click “submit”

Enter profile info., click “submit”

Verify/Update Applicant Profile (if in system) or Create User Profile (if not prev. in cert. system/computer)

[This is a summary of personal/demographic info., & self-reported education & employment history]

Create Profile page: enter data, click “submit” for personal, education, employment sections

When done, click “next”

[May change name once. For 2<sup>nd</sup> & subsequent name changes, must request change via form to NYSED.

Can request SS# change but must send copy of SS card..]

### Apply for Certificate

Select one or more, click “add”, “next”

Choose reviewer/BOCES to evaluate your transcripts, workshop certs. (no need to mail application)

Click "sign affidavit" after answering moral character questions

Confirm/sign application after reviewing info., in application, click "submit"

Make payment by entering cr. card on-line, or print coupon to mail in bank check/money order (mail to address specified after you click "mail in check/\$order" and "print coupon" and print.

Mail official transcripts & other required documentation/forms (no application) to your BOCES or to NYSED to the address specified.

Make note of what you've applied for via TEACH i.e. Initial Childhood Ed. 1-6, applied on TEACH 5/12/06.

Check regularly to ensure data is correct/complete on TEACH.

Return Materials to the BOCES you selected to evaluate your application, for the region in which you work/reside.

**Satisfactory completion of all certification requirements is subject to the final approval of the New York State Education Department, Office of Teaching Initiatives.**

Cert/Overview 6-06