



RUTH S. AMMON SCHOOL OF EDUCATION

*Procedure for Initial/Professional/Provisional/Permanent Certification  
New York State Application via Institutional Recommendation  
Online Application Process*

1. To be used by Adelphi Students who have registered for their final semester in Adelphi's New York State registered program or graduated from an Adelphi New York State registered program and is **receiving or received a degree in the area in which they are requesting certification.**
2. Complete page 1 and top of page 2 of application and return to Adelphi University, Harvey Hall, One South Avenue, Garden City, NY 11530 Attention: Certification Office
3. **Initial Certificate** requirements include: completion of program of study, general education requirements and content area requirements
4. **Professional Certificate** requirements include: all initial certification requirements plus completion of a Master's degree. In addition:
  - Completion of three years paid, full –time teaching experience to include one year of mentored teaching experience.
5. **Provisional Certificate** (School Psychology Program only)
  - Completion of program requirements
6. **Permanent Certificate** requirements include: completion of a master's degree prior to February 1, 2004, or hold a valid provisional certificate in the area that you are seeking permanent certification.
  - Completion of two years paid, full-time teaching experience, or pupil personnel experience, if applicable.
7. In addition to the requirements stated above, all students must document completion of NYS mandated workshops in Child Abuse Recognition and Reporting, Violence Prevention and Intervention (SAVE), Dignity for All Students Act Workshop (effective 12/31/13), and if applicable, Autism Workshop. These requirements can be fulfilled through:
  - Completion of Health Prep for Teachers or equivalent which satisfies NYS certification mandates for Child Abuse Recognition and Reporting & Violence Prevention and Intervention (SAVE).
  - Dignity for All Students Act Workshop (effective 12/31/13)
  - Autism Workshop – can be met by approved Adelphi University coursework.
  - Documentation can include: copy of certificate issued upon completion of any of the above workshops, documentation on official college transcripts or by approval from the certification office.
8. In order to apply online, you will enter TEACH online services via the Office of Teaching Initiatives website at [www.highered.nysed.gov/tcert](http://www.highered.nysed.gov/tcert) and create a TEACH login and password at the New York State Directory Services site. Instructions are provided as you go through this process. Once you have created you login and password this step is completed and you never have to repeat this process (unless you forget your password). **Please wait to apply for NYS Teacher Certification online until you receive the Student Application Information Sheet from the Certification Office.**
9. Once you receive the Student Application Information Sheet you will be ready to apply online. Throughout the online application process you will be asked questions. Answer all required questions, sign the affidavit and application and make your payment. You may pay online using a credit card or print out the payment coupon and mail in a US Postal Money Order.

**Please Note:** Students seeking certification by the New York State Education Department must take and pass the New York State Teacher Certification Exams (NYSTCE) required for the certificate requested prior to the State issuing the certificate (please refer to the NYSTCE website or bulletin for details). In addition, School Against Violence Education (SAVE), requires that applicants for teaching and administrative certification undergo fingerprint supported criminal history background check. Adelphi University has SCOPE come to the university twice a year to fingerprint our student or you may also telephone SCOPE at 631-360-0800 ext. 118 for further information on fingerprinting.



RUTH S. AMMON SCHOOL OF EDUCATION
APPLICATION FOR NEW YORK STATE TEACHER CERTIFICATION

Name Last First M.I. Maiden

Permanent Address Street Apt. # City State Zip Code

Social Security # US Citizenship (Y/N)

Type of Certificate Requested:

Initial Title of Certificate
Professional Title of Certificate
Provisional Title of Certificate
Permanent Title of Certificate

List any certificates of Licenses (i.e. initial, professional, provisional, or permanent) currently held:

Undergraduate Degrees Earned or Expected School, Degree, and Date

Graduate Degrees Earned or Expected School, Degree, and Date

Paid Professional Classroom Teaching Experience - Total Years of Paid Experience: years

\*For School Building Leader Only - Total years of Paid Administration Experience: years

This form is to be returned to: Adelphi University, Harvey Hall, One South Avenue, Garden City, NY 11530 Attention: Certification Office.

The undersigned hereby agrees to the release of Adelphi transcript(s) to the New York State Education Department, Albany New York for Teacher Certification

Name (signature) Date

Area Code and Telephone Number Email Address

Certification Office Use Only
Date Application Received
Date Approved
Approved for Certification (Dept. Chairperson/Dean Signature)
Graduation Cleared
Mailed Teach Application
NYS Online Recommendation Completed
Certification Code(s)
Degree(s) Conferred



RUTH S. AMMON SCHOOL OF EDUCATION  
**INSTITUTIONAL RECOMMENDATION REQUEST FORM**  
**FOR NEW YORK STATE TEACHER CERTIFICATION**

Name \_\_\_\_\_

**\*\*\*For those applying for PROFESSIONAL or PERMANENT NYS Teacher Certification Only:**

**Record Teaching/Paid School Experience**

| School/Location | Start Date | End Date | PT/FT | Summary of Experience |
|-----------------|------------|----------|-------|-----------------------|
| _____           | _____      | _____    | _____ | _____                 |
| _____           | _____      | _____    | _____ | _____                 |
| _____           | _____      | _____    | _____ | _____                 |
| _____           | _____      | _____    | _____ | _____                 |

**Office of Certification use only:**

(Anticipated) Degree Granted:

- Advanced Certificate
- Master's
- Baccalaureate
- Other

(Anticipated) Degree Date

|       |  |      |  |
|-------|--|------|--|
|       |  |      |  |
| Month |  | Year |  |

| Certificate Code |  |  |  | Certificate Title | Initial, Professional,<br>Provisional, Permanent<br><small>(Circle Requested Certificate)</small> | Program Code              |  |  |  |  |  |
|------------------|--|--|--|-------------------|---|---------------------------|--|--|--|--|--|
|                  |  |  |  |                   | Initial<br>Provisional  | Professional<br>Permanent |  |  |  |  |  |
|                  |  |  |  |                   | Initial<br>Provisional  | Professional<br>Permanent |  |  |  |  |  |
|                  |  |  |  |                   | Initial<br>Provisional  | Professional<br>Permanent |  |  |  |  |  |

**Adelphi University Recommendation**

(Anticipated)

Date Degree Received \_\_\_\_\_  
 Date Attended From \_\_\_\_\_  
 Date Attended To \_\_\_\_\_  
 Number of Credits \_\_\_\_\_

NYS Required Seminars:

- Child Abuse \_\_\_\_\_
- Violence Prevention (SAVE) \_\_\_\_\_
- Autism Seminar \_\_\_\_\_
- DASA \_\_\_\_\_