

Teaching Assistant Certification



Application Information - All applications are submitted electronically through the Office of Teaching Initiatives website at: www.highered.nysed.gov/tcert

1. If you are a first time user, click on "Self-Register" with TEACH. If you have previously created a TEACH file, click "Login to TEACH." If you have forgotten your username and / or password contact the NYSED TEACH Helpline at (518) 486-6041.
2. Once the login is complete, click on TEACH Online Services. At TEACH "Home," under the subtitle "Online Application," click on "Apply for Certificate." The Area of Interest is:
Other School Service.
3. Select the level of certificate sought.
4. Select Onondaga-Cortland-Madison BOCES to review the application. Submit payment by credit card or money order.
5. Submit all supporting documents, (i.e. workshop verification, transcript etc.) to: **OCM BOCES, Attention: Teacher Certification, P.O. BOX 4754, Syracuse, NY 13221**

Contact: OCM BOCES
Teacher Certification
Office Monday-Friday
8:30 a.m.-11:30 a.m.
(315) 433-2628

CHILD ABUSE WORKSHOP www.nysmandatedreporter.org (FREE)*

VIOLENCE PREVENTION WORKSHOP www.gstboces.org (\$23.00)*

DIGNITY FOR ALL STUDENTS (DASA) www.ocmboces.org (\$100.00)*

ATAS EXAM INFORMATION www.nystce.nesinc.com (\$79.00)

FINGERPRINTING Contact MorphoTrust at: www.identogo.com

(select New York State on the map) or call: (877) 472-6915.

The cost is: \$102.00.

The ORI Number is: **TEACH**

*For a complete approved provider listing of all required workshops, click on the "Topics A-Z" found at the top of your TEACH Online Services account. Select the letter "W," click on the bullet subtitle of the workshop you are seeking.

OCMBOCES



Committed to Your Success



LEVEL 1 REQUIREMENTS: All interested applicants must start at this level. Application fee for each Level is **\$35.00**.

This certificate is valid for three (3) years.

- ✓ High School Diploma or its equivalent.
- ✓ Must take and pass the Assessment of Teaching Assistant Skills (ATAS) Exam.
- ✓ Child Abuse Identification and Reporting Workshop.
- ✓ School Violence Prevention & Intervention (SAVE) Workshop.
- ✓ Dignity for All Students Act (D. A. S. A.) Workshop.
- ✓ Fingerprint clearance.

After one year experience as a Certified Teaching Assistant, the applicant may apply for the Level 2 or Level 3 depending on the amount of coursework completed. TEACH will be used to verify certificate issuance.

LEVEL 2 REQUIREMENTS: Valid for three (3) years.

- ✓ Minimum of 9 semester hours of coursework completed that is applicable toward an associate or baccalaureate degree.
- ✓ One (1) year of Teaching Assistant experience under the Level 1 certificate. Experience under the Temporary or the Continuing certificate can be used to satisfy this requirement. TEACH will be used to verify certificate issuance.

LEVEL 3 REQUIREMENTS: The Level 3 certificate is continuously valid as long as the Professional Development* requirement is satisfied. This is the only certificate to be printed and mailed to you.

- ✓ Minimum of 18 semester hours of coursework completed that is applicable towards an associate or baccalaureate degree.
- ✓ One (1) year of Teaching Assistant experience under the Level 1 certificate. Experience under the Temporary or the Continuing certificate can be used to satisfy this requirement as well as two (2) years of Certified classroom teaching experience.
- ✓ *Professional Development begins the July 1st after the issuance of the Level 3 certificate. Activities are approved by the school district. Applicant must reach 75 hours of Professional Development for every 5 year period. The applicant and the school district are both responsible for tracking the PD hours.

Disclaimer: This pamphlet is intended to serve as a guide to assist in the certification process according to the Regulations of the New York State Commissioner of Education and is not intended to provide a final, definitive interpretation of those regulations, nor a final evaluation of credentials and experience in individual cases.

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Certification Office
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Syracuse, NY 13221

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