



**Regional Certification Office
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Albany, NY 12205**

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Recruitment Specialist**

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Teaching Assistant Certification Requirements

LEVEL I

High School Diploma or Equivalent (any documentation MUST contain the person's Date of Birth and/or at least the last four digits of their Social Security number, transcripts must be official)

NYS Teacher Certification Exam (ATAS)

(For more information about how to register for the ATAS exam, go to www.nysatas.nesinc.com.)

Completion of Child Abuse, School Violence & DASA Workshops

(for additional information, including a list of approved providers, please go to

<http://www.highered.nysed.gov/tcert/certificate/ca.html>
<http://www.highered.nysed.gov/tcert/certificate/save.html>
<http://www.highered.nysed.gov/tcert/certificate/dasa.html>)

Fingerprinting (Complete Criminal History background check)

<http://www.highered.nysed.gov/tsei/ospra/>

Valid for 3 years

Renewable 1 time

Level II

High School Diploma or Equivalent (any documentation MUST contain the person's Date of Birth and/or at least the last four digits of their Social Security number, transcripts must be official)

College Course work, 9 SH (Collegiate course work must be applicable to an AAS or BS degree)

NYS Teacher Certification Exam (ATAS)

Experience as NYS Licensed TA, 1 Year

LEVEL II (cont.)

Valid for 3 years

Not renewable

Completion of Child Abuse, School Violence & DASA Workshops
(for additional information, including a list of approved providers, please go to

<http://www.highered.nysed.gov/tcert/certificate/ca.html>
<http://www.highered.nysed.gov/tcert/certificate/save.html>
<http://www.highered.nysed.gov/tcert/certificate/dasa.html>)

LEVEL III

High School Diploma or Equivalent (any documentation MUST contain the person's Date of Birth and/or at least the last four digits of their Social Security number, transcripts must be official)

College Course work, 18SH (Collegiate course work must be applicable to an AAS or BS degree)

NYS Teacher Certification Exam (ATAS)

Completion of Child Abuse, School Violence & DASA Workshops
(for additional information, including a list of approved providers, please go to

<http://www.highered.nysed.gov/tcert/certificate/ca.html>
<http://www.highered.nysed.gov/tcert/certificate/save.html>
<http://www.highered.nysed.gov/tcert/certificate/dasa.html>)

Experience as NYS Licensed TA, 1 Year



Teaching Assistant Certification

Application Process

<http://www.highered.nysed.gov/tcert/ctta.html#Requirements>

Go to www.highered.nysed.gov/tcert

Click on “TEACH Online Services”

Click on “Login to TEACH

Our Address:
Certification
Office of Teaching Initiatives
NYS Education Department
89 Washington Ave, 5N EB
Albany, New York 12234

News

Multi-Subject: Secondary Teachers (Grades 7-12), Part Two: Mathematics Test | Posted 11/19/2018

- The new [Multi-Subject: Secondary Teachers \(Grades 7-12\), Part Two: Mathematics \(244\) test](#) became operational on November 12, 2018. The predecessor [Multi-Subject: Secondary Teachers \(Grades 7-12\), Part Two: Mathematics \(242\) test](#) and its [safety net](#) will continue to be available until June 30, 2019. The new Part Two: Mathematics (244) test does not have a safety net.

Childhood Education edTPA Requirement | Posted 10/29/2018

- Individuals applying for the Childhood Education certificate can now fulfill the edTPA requirement by passing either the 'Elementary Education: Literacy with Mathematics Task 4' edTPA or the new 'Elementary Education: Mathematics with Literacy Task 4' edTPA. The former 'Elementary Education' edTPA with four tasks will continue to be acceptable for Childhood Education certification. Please note that the three-task Elementary Literacy handbook and three-task Elementary Mathematics handbook will continue to be unacceptable for certification.

Reinstatement of Individual Evaluation for Certain Subjects | Posted 10/29/2018

- Individuals can now apply for the following certificate titles through the Individual Evaluation pathway: Early Childhood Education (Birth-Grade 2), Childhood Education (Grades 1-6), Generalist in Middle Childhood Education (Grades 3-8), English Language Arts (Grades 5-9), English Language Arts (Grades 7-12), Literacy (Birth-Grades 5-12). The requirements for these certificates through the Individual Evaluation pathway are listed on the [Search Certification Requirements webpage](#).

[Search Certification Requirements](#)

TEACH Online Services

Review the requirements for certificates issued in New York

Apply for certification, register your certificate, check the status of your application and more

Office of Teaching Initiatives

Search OTI

TEACH System

List of TEACH Services

Frequently Asked Questions about Your TEACH Account

TEACH Resources

Report Problems Using TEACH

Compatible with Google Chrome and Internet Explorer 11.

Login to TEACH

Forgot your Username or Password? [Click Here](#)

Create a NY.gov TEACH account	Add TEACH to a NY.gov account	Employer, Administrator & College Access
If you do not have a NY.gov TEACH account, create one here	If you have a NY.gov account with another State Agency, click here	Public School Districts, Private School Administrators, and New York College/University access to NY.gov TEACH

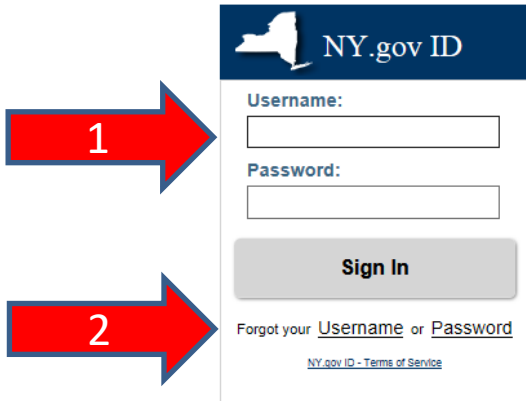
TEACH Help Links


Apply for Certification	Change your Social Security Number
Check Application Status	Change Your Name
Change Application Path	Change Your Address
Add / Verify Your Experience	Delete Information on Account
Register Your Certificate	Submit Supporting Documents

- 1 - Enter your User ID and Password
- 2- if you forgot one or the other click on "Forgot your"

Click on "TEACH online"

Please login after reading the [Acceptable Use Policy](#) below



 **NY.gov ID**
 Username:
 Password:

 Forgot your [Username](#) or [Password](#)
[NY.gov ID - Terms of Service](#)

[Agency Assistance & Contact Information](#)

Kenneth , You are logged in as - KennethZiegler

n - Tue Jan 08 09:50



REGISTER TO VOTE
 Sign up online or download and mail in your application.

You have access to the following services



TEACH online
 TEACH Online Services

services.nysed.gov/teach/teachext/

**You can navigate from here.
To apply for certification, click on “Apply
for Certificate”**

TEACH Home

Profile Links

- [Update/Add Education, Employment and Personal Information](#)

Inquiry Links

- [Account Information](#)
- [View Registration Status](#)

Online Application

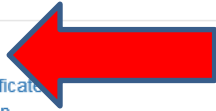
- [Apply for Certificate](#)
- [I would like a printed certificate](#)
- [Apply for a Time Extension](#)

Payment Links

- [Pay for Certificate Application](#)

Retiree Links

- [Apply for a Retirement Waiver](#)



**Important information – read and
click “Next”**

Apply for Certificate

Important Things to Know:

- An application is not complete until a payment has been submitted.
- If regulations change before a payment is made, you will be required to satisfy the requirements in place when payment is made.
- Applications are valid for three years from the application date or two evaluations, whichever occurs first.
- Not all classroom teaching certificates are available via all pathways. If you do not find the pathway you are looking for, the certificate may not be available through that pathway. For example, Early Childhood (Birth - Grade 2), Childhood Education (Grades 1-6), Generalist in Middle Childhood Education (Grades 5-9), English Language Arts 5-9, English Language Arts 7-12 and Literacy are not available as first certificates using the individual evaluation pathway.
- All documents sent to the Office of Teaching Initiatives by you or on your behalf must include identifying information (your name as it is in TEACH, the last four digits of your social security number and your date of birth).
- You will need access to a printer; this page is only available during the application submission.

Sections in this Application

- [Verify/ Update Profile](#)

What you need to complete the Profile section:

- Confirm your name including spelling, prefixes, and suffixes. Your name in TEACH must match the name on your identification that you use to take your certification exams and get fingerprinted.
 - Update your mailing address, email, and phone number(s). Your email address is required so the Office of Teaching can correspond with you.
 - Confirm your U.S. Citizenship status (Y/N)
 - Enter in your education information. You must report all colleges/institutions that you attended after high school. It may be helpful to have your college transcripts available for reference.
 - For New York State College Teacher Education Program completers only, you need your college program code for the certificate you are applying for from your institution.
- [Select Certificate\(Do not know what to apply for ? \[Search Certificate Requirement\]\(#\)\)](#)

What you need to complete the Select Certificate section:

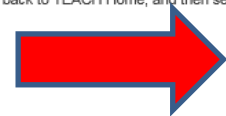
- The certificate area, subject area, grade level, title, type of certificate (Initial, Level I), and pathway.
 - For New York State College Teacher Program completers only, you need your college program code for the certificate you are applying for from your institution.
- [Sign Affidavit](#)
- [Sign Application](#)
- [Application Transaction Summary](#)
- [Payment](#)

What you need to complete the Payment section:

- A Credit Card, we only accept VISA or MASTERCARD.
- If you choose to mail in your payment (only cashier's check or U.S. Postal money order) you will need access to a printer.

Already applied, but didn't pay? Click the "Cancel" button below to go back to TEACH Home, and then select "Pay for Applications" in the "Payments Links" section.

[Cancel](#)



[Next](#)

Verify your personal information and/or add additional information and click “Next” (you may have to click twice)

Enter the options of the certification that you are looking for, click “Add”

Verify/Update Profile

To add or edit the information below, click the corresponding edit button. Please make sure the mailing address listed below is correct so that information we need to send to you will reach you. If you do not need to make any changes click the Next button.

Step 1 - Verify / Update Profile

Step 2 - Select Certificate (s)

Step 3 - Sign Affidavit

Step 4 - Confirm and Sign Application

Step 5 - Make Payment


Personal Information						
Name	KENNETH C ZIEGLER	SSN	***-**-8796			
Date of Birth	10/31/1959	Gender	Male			
Email	Kenneth.ziegler@neric.org	Address	48 KILLEAN PARK ALBANY NY, 12205			
Home Phone	518-390-3360	Work Phone	518-862-4942			
US Citizen	Y					

[Edit Personal Info](#)

Education Information						
College/University	Location	Degree Earned	Major	From	To	Date Received
HUDSON VALLEY COMM COLL	NY	None	Business	09/01/2005	04/01/2011	

[Edit Education](#)

Employment Information						
Edit Employment						

[Previous](#) [Cancel](#)  [Next](#)

New Certificates and Applications

Select your Certificate Title

Select your Area of Interest

Teaching Assistants

Select your Subject Area

Teaching Assistant

Select the Grade Level

Pre K-12 - All Grades

Select the Title


Teaching Assistant

Select your Certificate Type

Select the Type of Certificate

Level I

Please make your selections and then click the "Add" button.

 [Add](#)

1 - Click “Pathway: Individual Evaluation 2 – Click “Next”

1 - You can remove the application if desired. 2 – Click “Next” if everything is okay

Step 2 - Select Certificate(s)

To add or edit the information below, click the corresponding edit button. Please make sure the mailing address listed below is correct so that information we need to send to you will reach you. If you do not need to make any change, click the Next button.

Personal Information

Name	Kenneth C. Ziegler	SSN	***-**-6796
Date of Birth	10/31/1959	Teacher Id	2242812
Gender	Male	Address	

Based on your self-reported education and the answers to the previous questions, TEACH has determined that the evaluation pathway(s) listed below are available to you to obtain your **Teaching Assistants , Level I , Teaching Assistant** certificate.

Please take a moment to read the descriptions for each pathway before you make your choice.
For more information please click on the **Pathway is Right for me?** link.

Below you will find the requirements for each available pathway. You may have already met some of these requirements. This will be defined by the results of your evaluation.

Please select the pathway you wish from those available below.

Pathway: Individual Evaluation

- Education - High School Diploma, GED or HSE
- New York State Teacher Certification Exam - ATAS
- Workshop - Child Abuse Identification
- Workshop - School Violence Intervention and Prevention
- Workshop - Dignity For All Students Act
- Fingerprint Clearance

Previous Cancel **Next**

Select the Type of Certificate
---Select---

Certificates in this Application

Area of Interest	Title	Certificate Type	Pathway	Remove
Teaching Assistants	Teaching Assistant	Level I	Pathway: Individual Evaluation	<input type="radio"/> Remove

Certificates and Applications on File

Certificate	Date Applied	Date Issued	Effective Date	Date Expires	Status
Classroom Teacher , Initial Certificate , Biology 7-12	01/03/2019				Not Ready For Review

Previous Cancel **Next**

If you want my office to evaluate the application:

1 – Click on “I want my application to be reviewed by the BOCES Regional Certification Office”

2 – Choose “COUNTY OF ALBANY” from the drop down menu

3 – Click on “Albany, Schoharie, Schenectady, Saratoga BOCES”

4 – Click “Next”

Review Type

Please select an option:

- I want my application to be reviewed by the State Education Department
- I want my application to be reviewed by the BOCES Regional Certification Office

Please Note:

- If your school district is not listed, your application must be evaluated by the State Education Department.
- Your home address determines which BOCES will evaluate your application. If more than one BOCES is listed for the county you selected, contact the BOCES to find the appropriate office for your application.

OR

If you are seeking employment with a school district that is affiliated with a BOCES, you may choose to have that BOCES evaluate your application. In this case, choose the school district for which you are seeking employment.

Select a school district or county from the drop down lists, then select from the available BOCES Certification Offices.

School District

- or -

County

BOCES Institutions

	Name of BOCES Institution	Address	Phone
<input checked="" type="radio"/>	ALBANY-SCHOHARIE-SCHENECTADY-SARATOGA BOCES	900 WATERVLIET-SHAKER RD-STE 102, ALBANY, NY 12205	518-862-4901
<input type="radio"/>	RENSSELAER-COLUMBIA-GREENE BOCES	10 EMPIRE STATE BLVD-2ND FL, CASTLETON, NY 12033	518-479-6882
<input type="radio"/>	SCHUYLER-STEUBEN-CHEMUNG-TIOGA-ALLEGANY BOCES	9579 VOCATIONAL DR, PAINTED POST, NY 14870	607-654-2283

Red arrows with numbers 1, 2, 3, and 4 point to the selected radio button, the County dropdown, the selected BOCES institution, and the Next button, respectively.

Answer all questions by clicking on the appropriate box
Click "Sign Affidavit".

Verify the information, click "Sign Application"

Step 3 - Sign Affidavit

Certification Regarding Child Support

Complete this section whether or not you have children
I submit the following statement in support of this application

Select only A or B. If you select B, you must check one of the following statements below.

A. I Am Not Obligated To Pay Child Support.

B. I Am Obligated To Pay Child Support.

I Am Up To Date In The Payment Of Child Support.

I Am Making Payments By Income Execution.

Child Support Is The Subject Of Pending Court Proceeding.

I Am Receiving Public Assistance.

None of the above apply

I understand that the intentional submission of false written statements for the purpose of frustrating or defeating the lawful enforcement of support obligations is punishable pursuant to Section 175.35 of the Penal Law of the State of New York.

Moral Character Determination

Answer each question by indicating "YES" or "NO".

You must respond to all questions

A Have you ever been dismissed from, resigned from, entered into a settlement agreement, or otherwise left employment to avoid investigation and/or dismissal for alleged misconduct? YES NO

B Are you the subject of any pending investigation and/or disciplinary charge(s) pertaining to employment? YES NO

C Have you ever been found guilty after trial, or pleaded guilty, no contest, nolo contendere, or had adjudication withheld to a crime (felony or misdemeanor) in any court? YES NO

D Do you currently have any criminal charge(s) pending against you? YES NO

E Have you ever had an application for a teaching, professional or vocational credential (i.e., license, certificate or registration) in New York or any other jurisdiction denied? YES NO

F Have you ever surrendered a teaching, professional or vocational credential (i.e., license, certificate or registration) or had such credential revoked, suspended, invalidated or otherwise subjected to a disciplinary penalty in any jurisdiction? YES NO

G Are you the subject of any pending investigation and/or disciplinary charge(s) for professional misconduct in any jurisdiction? YES NO

If you answered YES to any of the moral character questions, please provide an explanation

Digital Signature

By signing this affidavit, I confirm that all the information I provided is true and contains no misrepresentation or falsehoods.

Signed under penalty of perjury.

Previous Cancel Sign Affidavit

Step 2 - Select Certificate(s)

Gender Male Address

Click Previous to change anything in your application.
Click Sign Application to submit your application and continue.

You have applied for the following certificate(s) in this session

Area of Interest	Certificate Type	Title	Application Fee
Teaching Assistants	Level I	Teaching Assistant	\$35.00 USD
Total			\$35.0 USD

I hereby certify that all the statements, attestations, information, and data contained in this application are true and accurate. I also understand that the authorized electronic signature (User ID and password) used to submit this application has the same legal validity and enforceability as a written signature. I understand that any deliberate misstatements contained in this application may be grounds for action against me.

Signed under the penalty of perjury.

Previous Cancel Sign Application

You can print this page for your records if you choose Click "Next"

You may wish to save or print this page for your records.

Dear Kenneth C Ziegler,

We have received your application for the following certificate(s) :

- Teaching Assistants, Level I, Teaching Assistant

Before we can review your request for certificate(s) we must receive your payment and any required documents such as college transcripts or a college's online recommendation. (See step 3)

Teaching Assistants, Level I, Teaching Assistant

Application Review Process

Step #1 - Complete your application by submitting the application fee.

You can pay the fee on the following page. Unpaid applications are incomplete and do not go in line for review. Application requirements are determined by the date the application was completed. Paid applications are valid for 3 years from the date they were submitted, or two manual evaluations - whichever comes first. Unpaid applications remain pending for three months and are then disapproved. Requirements are subject to change.

Step #2 - Research the requirements for this certificate.

It is your responsibility to research the requirements and complete them in order to become certified. To research the requirements for any certificate, log into your TEACH account, go to Search Certification Requirements at the top of the screen, select the certificate and click Search. Locate the correct pathway. Then, you can click on each requirement link for further information.

Step #3 - Submit the necessary documentation.

- After researching the requirements for your application, you will know what documents must be submitted to this office.
- All documentation sent to this office must include the following personally identifiable information: your full name exactly as it appears in your TEACH account, the last 4 digits of your SSN, and your date of birth.
- For information about how to submit specific documents go to <http://www.highered.nysed.gov/cert/teach/submitdocs.html>.
- You may view all documents received that could be associated with your account by going to your Account information page and selecting Correspondence.

Step #4 - Check the status of your application.

Directions can be found here: <http://www.highered.nysed.gov/cert/certificate/status.html>

Note: Calling the Office of Teaching Initiatives to inquire about the status of your application will delay the evaluation process for all applicants.

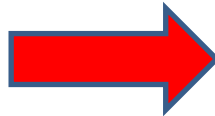
You have selected a BOCES Institution to review your application. Please address any correspondence to the following address shown below.

ALBANY-SCHOHARIE-SCHENECTADY-SARATOGA BOCES
900 WATERVLIEET-SHAKER RD-STE 102, ALBANY, NY 12205

Throughout your career, consult our Web site at <http://www.highered.nysed.gov/cert/> for valuable information

Thank you for using the TEACH online application system.

Print



Next

To pay click on the appropriate application and type of payment (credit card or coupon)

Gender	Male	Address
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- You may pay for your applications by Credit Card or by printing a Coupon and mailing the coupon with a certified check or money order to the address on the coupon.
- Payment by Credit Card: You must pay for certification application(s) separate from your fingerprint application. Select each application for which you would like to make payment.
- Payment by Coupon: You must select one application at a time to print the coupon for. If you had applied for more than one certificate at one time, they may be on the same coupon. If not, you will be able to return to this page and select another application to print a coupon for.
- Once you have made your selection click Submit button below, or click Cancel to return to Teach Home

Payment by Credit Card		
Select	Description	Amount Due
<input type="checkbox"/>	Biology 7-12, Initial Certificate	\$100.00
<input type="checkbox"/>	Teaching Assistant, Level I	\$35.00

[Submit](#)

Payment by Coupon		
Select	Description	Amount Due
<input type="radio"/>	Biology 7-12, Initial Certificate	\$100.00
<input type="radio"/>	Teaching Assistant, Level I	\$35.00

[Submit](#)

[Cancel](#)