

RELAY/GSE

New York Certification Guide for CO2019

Introduction

This guide contains important information and upcoming deadlines in order to be eligible for New York certification through Relay Graduate School of Education (Relay), so please read it carefully! Below is a recommended guide and timeline for obtaining your certificate. Email NYDean@relay.edu with questions.

Incoming M.A.T. students are required to hold a Transitional B (Trans B) certificate by the state of New York. In order to maintain enrollment and compliance with New York state regulations, you must hold a valid Trans B by January 16, 2018. Students who do not meet this deadline may be required to complete additional exam preparation workshops, be placed on a registration hold, and/or be required to attend a certification counseling session. Uncertified students will be at-risk of dismissal on June 11, 2018.

What is the sequence of teaching certificates in New York?

During your academic program at Relay	Upon completing your academic program at Relay	After teaching for 3 years
Teachers hold a Transitional B certificate	Teachers hold an Initial certificate	Teachers hold a Professional certificate

Steps to Obtaining Certification

Use the table below to navigate through the required actions for obtaining certification in New York.

Step	Action	Owner	Due Date	Associated Cost
0	Review admissions and certification requirements in your state: 1. Do you meet the minimum GPA requirement? 2. Do you meet credit hour requirements? 3. What certification requirements do you need to prepare for?	You	Prior to applying	N/A
1	Apply to Relay	You	Spring 2017	N/A
2	Pass required certification exams	You	Summer 2017	\$431-\$606

Last updated: May 11, 2017

Step	Action	Owner	Due Date	Associated Cost
3	Complete required workshops	You	Summer 2017	\$85
4	Receive fingerprint clearance and/or complete background check	You and/or p-12 school	Summer 2017	\$102
5	Apply for Trans B certificate(s)	You	Summer 2017	\$50-100
6	Provide proof of meeting all certification requirements in CERT-101	You	Summer 2017	N/A
7	Receive institutional recommendation to NY for certification	Relay	Upon receiving proof of meeting all certification reqs.	N/A
8	Complete requirements for the Initial certificate	You	Year 2	\$350-484
Total Cost Estimate				\$1,068-\$1,427*

**Teachers seeking financial assistance with the costs of certification may be eligible to receive federal financial aid. Please contact sfs@relay.edu for more information.*

Required Certification Exam(s)

In order to obtain a Trans B certificate, you must pass the following computer-based exams:

1. [GRE® General Test](#): There is no minimum score required for the GRE
2. [Educating All Students \(EAS\)](#)
3. [Content Specialty Test\(s\) \(CST\)](#): Exam title varies by major. Consult [this table](#) to determine your major and certification pathway's required exam(s)

Register for all exams [here](#). **Please be sure to select Relay Graduate School of Education as the institution which should receive your exam scores.**

Which CST exam(s) do I need to take?

Use the table below to determine your program's required exam(s). You can register for all exams [here](#).

Relay Major & Certificate Pathway	Required CST Exam(s) & Exam Code(s)	Study Resources
Early Childhood (preK-2)	Multi-Subject: Early Childhood (211/212/245)	Test Framework, Study Guide, and Sample Test Items
Childhood Education (1-6)	Multi-Subject: Childhood (221/222/245)	Test Framework, Study Guide, and Sample Test Items
Middle Childhood Generalist (5-9)	Multi-Subject: Middle Childhood (231/232/245)	Test Framework, Study Guide, and Sample Test Items
Middle School Math (5-9)	Mathematics (004)	Test Framework, Study Guide, and Sample Test Items
High School Math (7-12)	Mathematics (004)	Test Framework, Study Guide, and Sample Test Items
Middle School ELA (5-9)	ELA (003)	Test Framework, Study Guide, and Sample Test Items
High School ELA (7-12)	ELA (003)	Test Framework, Study Guide, and Sample Test Items
Middle School Social Studies (5-9)	Social Studies (115)	Test Framework, Study Guide, and Sample Test Items
High School Social Studies (7-12)	Social Studies (115)	Test Framework, Study Guide, and Sample Test Items
Middle School Biology (5-9)	Biology (006)	Test Framework, Study Guide, and Sample Test Items
High School Biology (7-12)	Biology (006)	Test Framework, Study Guide, and Sample Test Items

Relay Major & Certificate Pathway	Required CST Exam(s) & Exam Code(s)	Study Resources
Middle School Chemistry (5-9)	Chemistry (007)	Test Framework, Study Guide, and Sample Test Items
High School Chemistry (7-12)	Chemistry (007)	Test Framework, Study Guide, and Sample Test Items
Middle School Earth Science (5-9)	Earth Science (008)	Test Framework, Study Guide, and Sample Test Items
Middle School Physics (5-9)	Physics (009)	Test Framework, Study Guide, and Sample Test Items
High School Physics (7-12)	Physics (009)	Test Framework, Study Guide, and Sample Test Items
Dual Cert. (SPED): Childhood Teaching Exceptional Learners/Childhood (1-6)	Multi-Subject: Childhood (221/222/245)	Test Framework, Study Guide, and Sample Test Items
Dual Cert. (SPED): Adolescent 7-12 Teaching Exceptional Learners/Middle Childhood Generalist 5-9	Multi-Subject: Secondary Teachers (241/242/245) <i>(required)</i>	Test Framework, Study Guide, and Sample Test Items
	Multi-Subject: Middle Childhood (231/232/245) <i>(optional)</i>	Test Framework, Study Guide, and Sample Test Items

It may take more than one attempt to pass an exam. It is important to prepare for each exam and leave time to retake if necessary.

Certification Exam Supports & Preparation

Our job at Relay is to support you in successfully completing the New York certification requirements.

We offer the following supports to help you meet your exam requirements:

- [Teacher Certification Exam Preparation Course](#): A free, self-paced course that provides study resources for teachers of elementary education, English-Language Arts, mathematics, biology, and chemistry.
- In-person workshop aligned to the CST Part Two (Math) content; sign up [here](#)
- To prepare for the EAS exam, please reference the study guide found in CERT-101.
- To prepare for the CST Part One (Literacy) content, please reference the study guide found in CERT-101

- We also highly recommend reviewing the exam preparation resources from NYS:
 - [EAS](#)
 - [Content Specialty Test](#)

We recommend allotting at least six (6) hours to prepare for **each** exam.

What happens if I fail an exam?

It is in your best interest to adequately prepare for these exams using the materials and resources Relay and NYS provides as a failing score will be indicated on your TEACH account. It is also costly and time-consuming to take an exam more than once.

However, there are some safety net exam provisions in effect:

Requirement	Safety Net
Educating All Students	The safety net passing score for the EAS has been set to 500. An expiration date for this safety net has not been set.
Multi-Subject: Secondary Teachers (241/242/245)	If you passed Parts One and Three, but failed Part Two, NYS will contact you about a safety net option. Read more about it here . This safety net will expire on June 30, 2018.

Exam Accommodations

NYS allows for alternative testing arrangements that are reasonable in the context of a certification test and supported by documentation for the following examinees that would not be able to take the test under standard conditions:

- Examinees with disabilities
- Examinees whose religious practices do not allow them to take tests on Saturdays (applies only to paper-based administrations)

If you require alternative testing arrangements, we recommend beginning the process as soon as possible; in the past, candidates report that NYS takes several weeks to process requests and often requests more information. Click [here](#) for more information.

Required Workshops

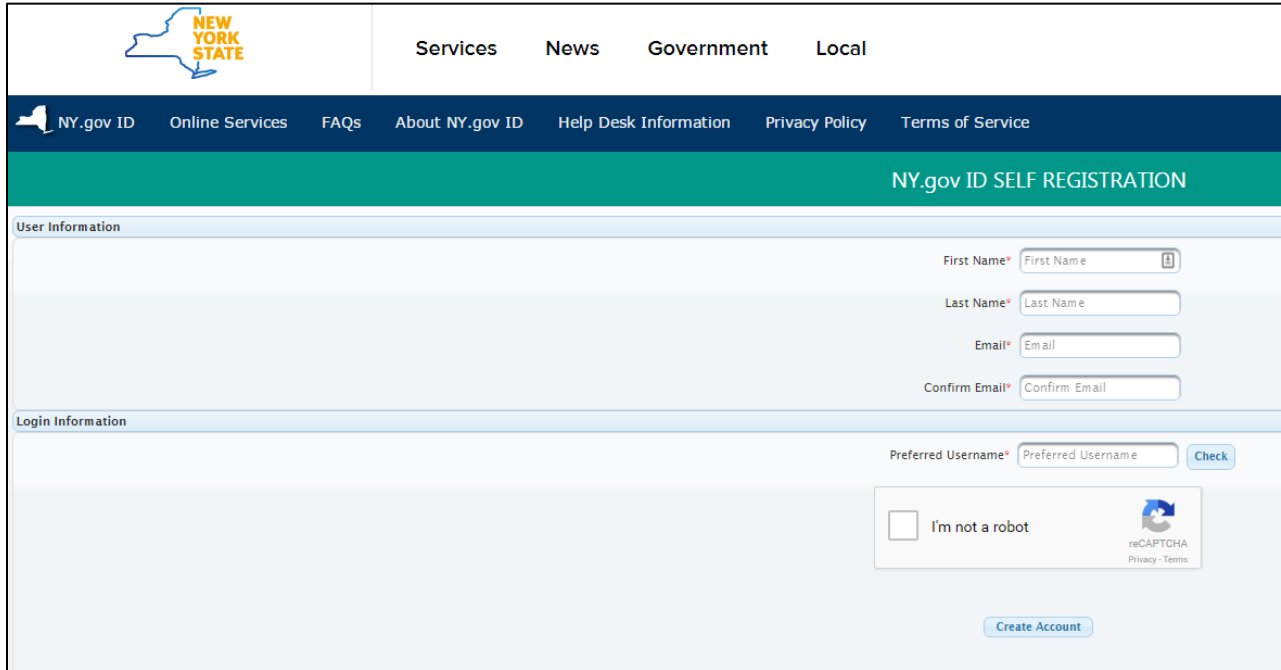
In order to obtain a Trans B certificate, you will be required to complete three (3) workshops:

1. Dignity for All Students Act (DASA) (online/in-person)
 - Click [here](#) to register for Relay's DASA workshop
 - If none of the above dates work with your schedule, it is your responsibility to complete your DASA workshop with another [NYS-approved provider](#), likely at a higher cost than Relay's workshop
2. School Violence (online only)
 - Sign up at www.violenceworkshop.com
 - Use code COLLEGE for discount
3. Child Abuse and Prevention (online only)
 - Sign up at www.childabuseworkshop.com
 - Use code COLLEGE for discount

Apply for the Trans B certificate(s)

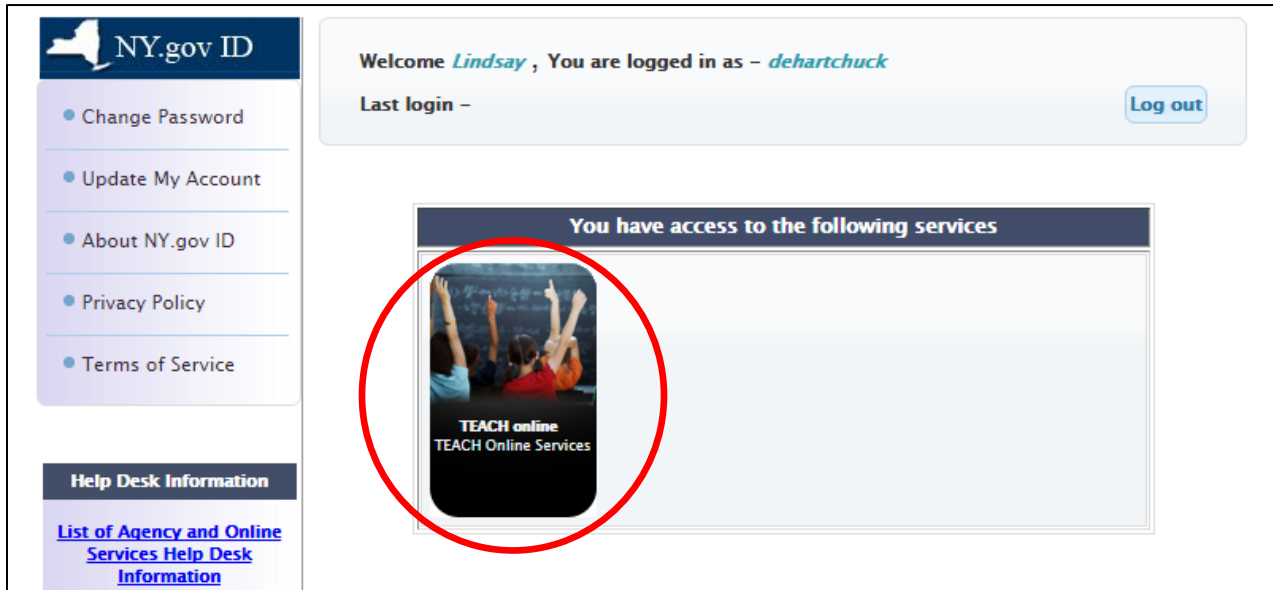
In order to obtain your certificate, you are required to apply and pay for your certificate by following these steps:

Step 1: Self-register for a TEACH account [here](#).



The screenshot shows the 'NY.gov ID SELF REGISTRATION' page. At the top, there is a navigation bar with 'Services', 'News', 'Government', and 'Local'. Below that is a dark blue bar with 'NY.gov ID', 'Online Services', 'FAQs', 'About NY.gov ID', 'Help Desk Information', 'Privacy Policy', and 'Terms of Service'. The main content area is titled 'NY.gov ID SELF REGISTRATION' and is divided into two sections: 'User Information' and 'Login Information'. The 'User Information' section contains four input fields: 'First Name*', 'Last Name*', 'Email*', and 'Confirm Email*'. The 'Login Information' section contains a 'Preferred Username*' field with a 'Check' button, a checkbox for 'I'm not a robot', and a reCAPTCHA widget. A 'Create Account' button is located at the bottom right of the form.

Step 2: After creating your account, you will need to complete your profile.



The screenshot shows the 'NY.gov ID' user profile page. On the left, there is a sidebar with 'Change Password', 'Update My Account', 'About NY.gov ID', 'Privacy Policy', and 'Terms of Service'. Below that is 'Help Desk Information' with a link to 'List of Agency and Online Services Help Desk Information'. The main content area shows a welcome message: 'Welcome Lindsay, You are logged in as - dehartchuck'. Below that is 'Last login -' and a 'Log out' button. A section titled 'You have access to the following services' contains a card for 'TEACH online TEACH Online Services', which is circled in red.

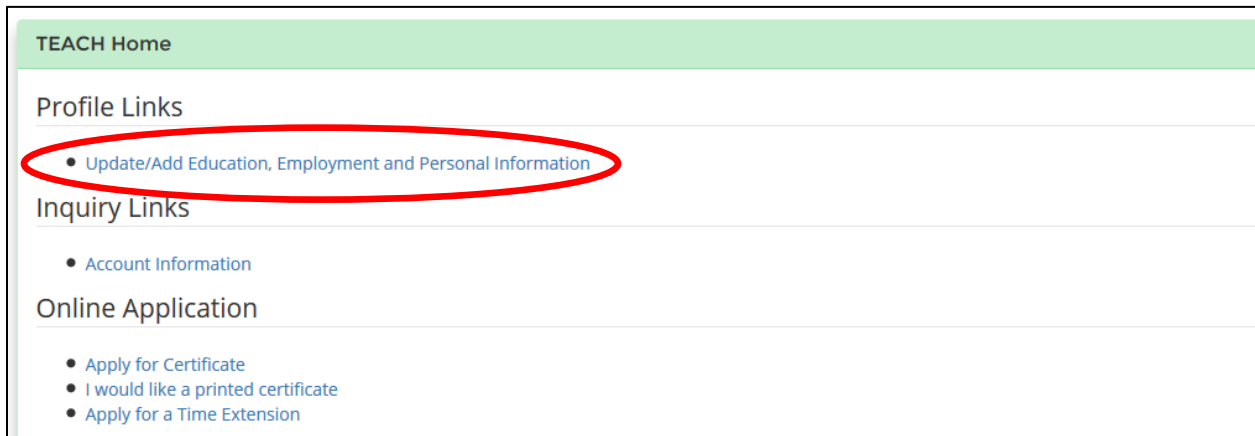
You can also access this page [here](#).

Step 3: Enter your Social Security Number.

Step 4: Follow the prompts to create your profile.

Step 5: Enter and confirm your email address.

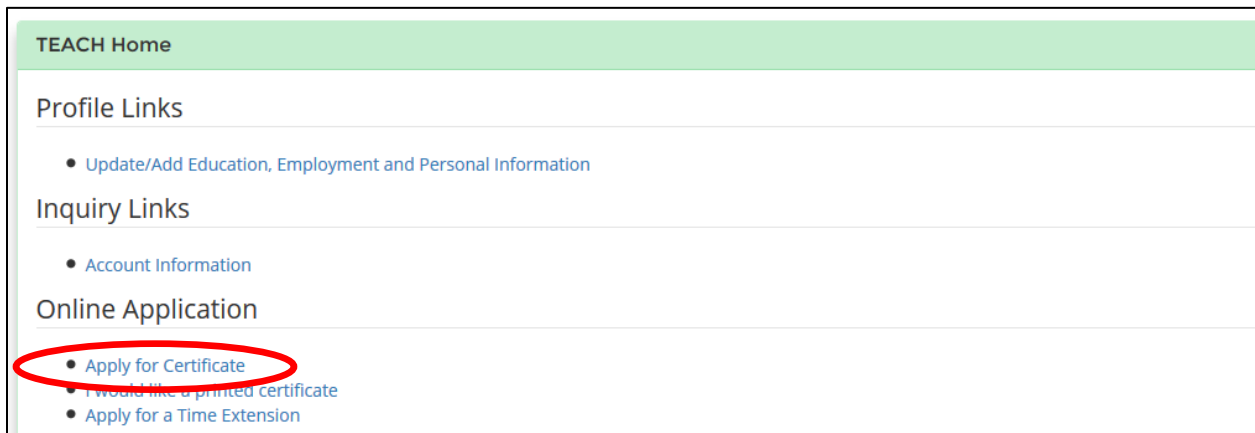
Step 6: Select the option to Update/Add Education, Employment, and Personal Information.



Step 7: Complete the Education Information field with the following information:

- Institution: Relay Graduate School of Education
- Date received: Leave blank
- Dates attended:
 - If you enroll in Relay during the summer of 2017, enter 7/05/2017-7/30/2019
- Number of credits: 36
- Major: Leave blank.

Step 8: Apply for your Trans B certificate(s).



Complete the “Select Your Certificate Title” form with the following information:

- *Area of interest:* Classroom teacher
- *Subject area:* Select the area that corresponds to your Relay program of study and intended certificate

- **Grade level:**
 - *Early Childhood:* Early Childhood – Birth-Grade 2
 - *Childhood:* Childhood – Grades 1-6
 - *Middle School:* Middle Childhood – Grades 5-9
 - *High School:* Adolescent Education – Grades 7-12
- **Title:**
 - Unless you are enrolled in the Dual Certificate program and applying for your Teaching Students with Disabilities certificate, do **NOT** select the “Students with Disabilities” option
- **Type of Certificate:** Transitional B Certificate
- Enter the appropriate program code, found below:

Relay Major	Trans B Certificate Pathway	TEACH Program Code
Early Childhood (preK-2)	Early Childhood Education	35511
Childhood Education (1-6)	Childhood Education	34333
Middle Childhood Generalist (5-9)	Middle Childhood Generalist 5-9 <i>Do NOT indicate the subject of your concentration on TEACH</i>	34374
Middle School Math (5-9)	Middle Childhood Education 5-9: Math	34550
High School Math (7-12)	Adolescent Education Secondary Math 7-12	35602
Middle School ELA (5-9)	Middle Childhood Education 5-9: ELA	34549
High School ELA (7-12)	Adolescent Education Secondary ELA 7-12	35571
Middle School Social Studies (5-9)	Middle Childhood Education 5-9: Social Studies	34551
High School Social Studies (7-12)	Adolescent Education Secondary Social Studies 7-12	35609
Middle School Biology (5-9)	Middle Childhood Education 5-9: Biology	34319
High School Biology (7-12)	Adolescent Education Secondary Biology 7-12	35599
Middle School Chemistry (5-9)	Middle Childhood Education 5-9: Chemistry	34319
High School Chemistry (7-12)	Adolescent Education Secondary Chemistry 7-12	35600
Middle School Earth Science (5-9)	Middle Childhood Education 5-9: Earth Science	34319

Relay Major	Trans B Certificate Pathway	TEACH Program Code
Middle School Physics (5-9)	Middle Childhood Education 5-9: Physics	34319
High School Physics (7-12)	Adolescent Education Secondary Physics 7-12	35601
Dual Cert. (SPED): Childhood Teaching Exceptional Learners/Childhood (1-6)	Teaching Students with Disabilities Childhood Generalist <i>(required)</i>	36591
	Childhood Education <i>(optional)</i>	34333
Dual Cert. (SPED): Adolescent 7-12 Teaching Exceptional Learners/Middle Childhood Generalist 5-9	Teaching Students with Disabilities Adolescent 7-12 Generalist <i>Do NOT indicate the subject of your concentration on TEACH (required)</i>	36592
	Middle Childhood Generalist 5-9 <i>Do NOT indicate the subject of your concentration on TEACH (optional)</i>	34374

Step 9: Pay for your certification.

Note: Some applicants report the receipt of an error message after submitting payment. If this occurs, return to your Account Information page and click on Certificates. Your application was successfully submitted and received if you see that your certificate is “pending.”

Step 10: Take a screenshot of your receipt that displays both your name and certificate type (e.g., Childhood Education (Grade 1-6), Transitional B Certificate). Upload this screenshot to the TEACH assignment in CERT-101. **You cannot be recommended to New York State for certification until you complete this step.**

Provide Proof of Meeting All Certification Requirements in CERT-101

As you complete your Trans B certificate requirements, you must upload proof of passing exams and completion workshops, to CERT-101, under the appropriate assignment. Relay must verify your records prior to recommending you for certification.

When you receive your electronic score report from NYS, be sure to save your official score report as a PDF immediately; score reports expire after 45 calendar days.

Complete Requirements for the Initial certificate

Your Trans B is valid while you are matriculated at Relay and for a maximum of three years. When you complete or leave Relay, the certificate is no longer valid. Relay will recommend you for your Initial certificate after you complete all program requirements, including the academic program, financial requirements, and credit deficiencies. It is your responsibility to complete the following action steps to meet NYS Initial certification requirements:

1. Meet all requirements of the Trans B certificate (e.g., pass all certification exams)
2. Complete and pass the edTPA in your certification pathway during the winter/spring of your second year
 - a. The edTPA is a performance-based assessment administered by Pearson and is aligned to your academic program and certificate pathway (e.g., Elementary Education)
 - b. Broadly speaking, edTPA assesses the following areas of a teacher's abilities: instructional planning, lesson delivery, and implementing assessments & responding to data
 - c. To learn more about edTPA, click [here](#) or visit the edTPA Reference Course
 - d. You will receive more information, including the opportunity to enroll in Relay's edTPA elective courses, during the spring term of your first year
3. Teachers in the Dual Certificate in Special Education program must pass an additional CST exam:
 - a. Students with Disabilities (060)
4. Satisfy any credit deficiencies
5. Apply and pay for your Initial Certificate(s) through TEACH
 - a. You may apply for your Initial certificate(s) prior to passing the edTPA. Your certificate will be issued after your passing score is logged in TEACH and all other requirements are met