



## INITIAL CERTIFICATION CHECKLIST

### BEFORE STUDENT TEACHING

- Create a NYSED TEACH Online Account**

[higher.nysed.gov/tcert/teach](https://higher.nysed.gov/tcert/teach)

- Complete the NYS Required Workshops**

- Child Abuse Identification and Reporting (*New Program*)
- School Violence Prevention and Intervention
- DASA (Dignity for All Students Act)

[qc.cuny.edu/academics/se/workshop-information](https://qc.cuny.edu/academics/se/workshop-information)

### DURING YOUR FINAL SEMESTER

- Apply for Graduation on CUNYFirst** (Degree & Advanced Certificate completers must apply)

Graduation Application Deadlines: Spring – March 1<sup>st</sup> / Summer – July 1<sup>st</sup> / Fall – November 1<sup>st</sup>

[qc.cuny.edu/qchub/registrar/graduation-diplomas-degreeworks](https://qc.cuny.edu/qchub/registrar/graduation-diplomas-degreeworks)

- Submit a College Recommendation Request**

Check your QC-Email for messages about recommendation & certification

[qc.cuny.edu/academics/se/college-recommendation](https://qc.cuny.edu/academics/se/college-recommendation)

### ADDITIONAL REQUIREMENTS FOR CERTIFICATION (WILL NOT AFFECT PROGRAM COMPLETION OR RECOMMENDATION)

- New York State Teacher Certification Exams** [nystce.nesinc.com](https://nystce.nesinc.com)

**Classroom Teacher**

- Content Specialty Test (CST)
- Educating All Students (EAS)

**School Counselor**

- Content Specialty Test (CST)

**Speech Language Pathology**

- Educating All Students (EAS)

**School Building Leader**

- Educating All Students (EAS)
- SBL Assessment Part 1 & 2

**School Psychology**

*Provisional Certificate  
No Exams*

**Bilingual Extension**

- Bilingual Education Assessment (BEA)

- New York State Fingerprint Clearance**

Go to *TEACH Home > Account Information > Fingerprinting*

You should have one of the following statements on your TEACH account:

- **We have received your fingerprint information from NYC (OSPRA 104)**
- **Your DCJS and FBI results have been received**

### AFTER YOUR FINAL SEMESTER IS COMPLETED

- Receive Degree Conferral and College Recommendation** [qc.cuny.edu/academics/se/college-recommendation](https://qc.cuny.edu/academics/se/college-recommendation)

Your record will be reviewed by Degree Audit and the degree/advanced certificate will be **“Awarded”** on your transcript. After the degree/advanced certificate has been awarded on your transcript the College Recommendation will be entered on your TEACH Account. To view the recommendation on your TEACH Account go to *TEACH Home > Account Information > College Recommendations*.

- Enter an Application for Certification on your NYSED TEACH Account**

[higher.nysed.gov/tcert/certificate/apply](https://higher.nysed.gov/tcert/certificate/apply)

- Check your TEACH Account to View Application Status or Issued Certificate**

[higher.nysed.gov/tcert/certificate/status](https://higher.nysed.gov/tcert/certificate/status)

*TEACH Home > Account Information > Certificates*