

Teaching Assistant Certification



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

1. Click on "TEACH Online Services." If you do not have a NY.gov TEACH account, you must create one. If you have previously created a TEACH account, click "Login to TEACH." If you have forgotten your username and/or password click on the link to regain your access or you may contact the NYSED TEACH Helpline directly at: **(518) 486-6041**.
2. Once the login is complete, click on "TEACH Online Services." From your TEACH "Home," under the subtitle "Online Application," click on "Apply for Certificate." The Area of Interest is: **Teaching Assistants**.
3. Select the level of certificate sought (I.E. Level One, II, or III).
4. Select Onondaga-Cortland-Madison BOCES to review the application and submit payment by credit card or money order. **(\$35.00)**
5. Submit all supporting documents to the OCM BOCES Certification Office. (example: workshop verification, diplomas / transcripts etc.) Please **handwrite** your DOB and the last 4 digits of your SSN on photocopy of your H.S. Diploma or Equivalency. **NOTE: College and/or H.S. Transcripts must be mailed to this office from the issuing school directly. 3rd party transcripts will not be accepted.**
Send to: **OCM BOCES, Attn: 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

NOTE: Your Date of Birth and the last 4 digits of your Social Security Number must be posted on ALL documents!

ATAS EXAM INFORMATION and REGISTRATION www.nystce.nesinc.com **(\$71.00)**

FINGERPRINTING Contact MorphoTrust at: www.identogo.com or call: **(877) 472-6915**.

The cost is: **\$100.25** Certification Service Code: **14ZGQT**

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

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

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

*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.

*Disclaimer: This flyer 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... Please research your certification requirements at the Office of Teaching Initiatives
Website: <http://www.highered.nysed.gov/tcert/>*

OCMBOCES

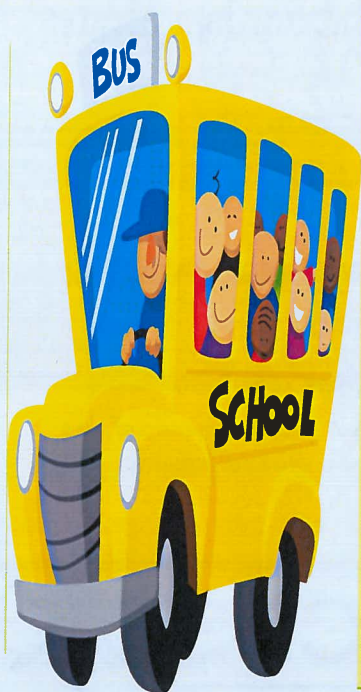


Committed to Your Success



OCM BOCES Regional
Certification Office
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Syracuse, NY 13221

Office telephone
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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 Recognition Workshop.
- ✓ School Violence Prevention (SAVE) Workshop.
- ✓ Dignity for All Students Act (DASA) 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 Continuing Teacher and Leader Education (CTLE) 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 one (1) year of classroom teaching experience under a valid NYS Classroom Teaching Certificate.
- ✓ Research Registration and Continuing Teacher and Leader Education requirements at the Office of Teaching Initiatives Website: www.highered.nysed.gov/tcert

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