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.
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.