

TEACHING ASSISTANT CERTIFICATION Application Information

All Teaching Assistants must start at Level 1. The application fee in TEACH will be \$35.00

Requirements:

- [Education - High School Diploma or GED](#) - cost for an official transcript will vary – you can just send copy of HS Diploma (by sending college transcript now, you will not have to send it when you apply to advance to the next level)

Note: transcripts for education completed outside of the U.S. now have a specific process. Please check the NYSED website for more information: <http://www.highered.nysed.gov/tcert/teach/submitdocs.html>

- [New York State Teacher Certification Exam - ATAS](#) - cost \$71.00
- [Workshop - Child Abuse Identification](#) \$price varies
- [Workshop - School Violence Intervention and Prevention](#) \$price varies
- [Workshop - Dignity For All Students Act](#) \$price varies
- [Fingerprint Clearance](#) - uenroll.identogo.com/workflows/14ZGR7 or call (877) 472-6915. The service code is **14ZGR7**.
Current cost: \$102.00

The BOCES website has links to all of the information you will need to complete the above listed requirements. Go to <http://tstboces.org/administration/certification/> On the left hand side of the page you will see a variety of topics related to certification listed. The ones you will likely need are the following:

Quick Links and Facts – has a link entitled Teaching Assistant application document – this link lists all of the requirements for each of the levels of certification. It also includes what selections you will need to make from the pulldown menus to actually find Teaching Assistant and the certificate levels offered there.

Workshops – This page has a list of approved providers for the workshops. The link under Child Abuse Recognition and Reporting will take you to a map of NY by Counties. There is a link under the counties listed that is for Distance Learning Providers. By clicking on that, you will get a list of all providers that offer the workshop online. Note that one of these providers indicates that theirs is offered for no cost. The links under the SAVE section do not list the online courses separately – you will be able to tell which providers have an online option by whether or not there is a link in the section with the provider name. For the DASA workshop there is a link of all providers found there as well as specific links to some of the local providers. You will need to print off the certificate of completion for each workshop. Look carefully to see if there is a section needing the trainee’s signature – if so, sign it, date it and submit sheets to me. If the certificate of completion does not have a place to sign, you must still sign the sheet. Also include your DOB and the last four digits of your SSN. If you took some of the workshops at college and the workshops appear on the college transcript as “events” or as a specific course, the workshops can be credited that way. Otherwise, the certificates of completion are required. Workshops only need to be completed once, so if TEACH already lists them in your file you need not do them again. **MAKE SURE when you register for the workshops you use the same name you have in TEACH.** Do not use a nickname or a variation of your legal name, as the name on your certificate of completion must match the name found in TEACH.

Testing Information- this page has a link to NYSTCE exams. You need to take the ATAS exam for Teaching Asst certification. Be very careful when you register for the exam that you register for the right one. If you take the wrong exam your certificate will not issue until the correct one is passed. Also be sure to enter your legal name (the same way it appears in TEACH). Be aware that the ATAS exam is offered only in the electronic computer based model - conveniently offered almost every day of the week at the special testing center sites. Be aware that the registration process will require that you create an account. This account is not related to your TEACH account so the log in and user name are not necessarily going to be the same unless you create them to be the same. The account is also not related to your MyLearningPlan account! *There is a help link on how to register for the exam on this page.*

Teach On Line Services –in the second paragraph it lists a link to applying for certification. If you have already created your own username and password for TEACH (not MyLearningPlan, or some other database that is district specific), then you would click the Log In to TEACH link. If you have had your fingerprints done, but never created your own username and password for TEACH, then you would click on the Self-Register link and follow those guidelines. It would be there that you would create your username and password to then log in and apply for your certification.

This page also has a link on how to enter Education in TEACH (down at the bottom of the page). You may want to take a look at that link to help ease some confusion or frustration when doing this part of the application process.

All first time applicants for Teaching Asst certificates must apply for Level 1 no matter how many college credits they have. The only exception is someone who holds or held a valid NYS Teacher certificate in an area. For those who hold a valid NYS teaching certificate for a classroom setting, a Teaching Asst certificate is not required (though the District may demand that you have it). Contact me if this is the case, and I will advise you of what you will need to do. Those who no longer hold a valid teaching certificate in NY may apply for the Level 3 certificate. These are the only exceptions to date.

The pulldowns - to select for any of the Teaching Asst certificate applications, one needs to select: “Other school service”/Teaching Assistant/all grades/Teaching Assistant/Level you seek.

For level 1 Teaching Asst. One must show a HS Diploma or completion of GED, *or* an official college transcript in addition to completing the required workshops, passing the required ATAS exam and fingerprint clearance.

FAQ: What will all of this cost? – Application fee in TEACH - \$35.00; ATAS exam - \$71.00; Fingerprint fee - \$102.00; Transcript request fee varies; Workshop fees vary by provider selected

Applying for other levels of Teaching Asst certification:

If you held a Teaching Asst Level 1 certificate at one time, have a minimum of one year paid experience as a certified Teaching Asst (not a Teacher’s Aide), but do not have 9 semester hours of college credits on a transcript – you will have to apply for a Teaching Asst Level 1 renewal certificate. Please note that this certificate application will require a statement and commitment by the employing district that you will be employed as a Teaching Asst for at least one school year. Before you fill out this certificate, be sure that the District is willing to enter that statement in your TEACH file. Otherwise, you cannot be certified.

If you held a Teaching Asst Level 1 certificate at one time, have a minimum of one year paid experience as a certified Teaching Asst (not a Teacher’s Aide), and have 9 semester hours of college credits, but less than 18 on a transcript – you will have to apply for a Teaching Asst Level 2 certificate. You will have to provide an official transcript with the credit hours verified.

If you held a Teaching Asst Level 1 certificate at one time, have a minimum of one year paid experience as a certified Teaching Asst (not a Teacher’s Aide), and have 18 or more college credits on a transcript – you can apply for a Teaching Asst Level 3 certificate (so you can skip right over the level 2). You will have to provide an official transcript with the credit hours verified.

Once you have your level 3 Teaching Asst certificate issued, you will have to maintain Professional Development hours to maintain your certificate. There is a lot of info on PD on my **Professional Development** web page. I don’t encourage you to spend any time on that page until you come close to or already hold a Level 3 certificate – just to avoid confusion!

ALL documents required for your certification should be sent to the TST BOCES Certification Office at 555 Warren Rd. Ithaca, NY 14850. Material can be sent via interoffice mail (to save postage) in a sealed envelope - especially anything with any personal info on it. Transcripts can be mailed or sent directly to me at the same address. **Transcripts must all be official** (no photocopies, scans, other electronic copies, faxes, etc.)

If you have questions, or need help in the application process for certification only, contact Mary Kay LaLonde via email (best) at mlalonde@tstboces.org or by calling 607-257-1551x2000.