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.)
   NOTE: College and/or H.S. Transcripts must come 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

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

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)*

ATAS EXAM INFORMATION and REGISTRATION  www.nystce.nesinc.com ($21.00)

FINGERPRINTING Contact MorphoTrust at: www.identogo.com or call: (877) 472-6915.
   The cost is: $99.00 Certification Service Code: 14ZGQT

*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 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

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.