

Contact: OCM BOCES
Certification Office
Monday-Friday
8:30 a.m.-11:30 a.m.
(315) 433-2628

OCM BOCES Regional
Certification Office
P.O. BOX 4754
Syracuse, NY 13221

certification@ocmboces.org



Teaching Assistant Certification

TEACHING ASSISTANT APPLICATION INSTRUCTIONS

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 my.ny.gov TEACH Online Services 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 email the NYSED TEACH Help directly at: teachhelp@nysed.gov.
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 I, II, or III) and then click “**Add.**” The Pathway is “**Individual Evaluation.**”
4. Select **Onondaga-Cortland-Madison BOCES** to review the application and submit **\$35.00** payment by credit card or money order.
5. Submit all supporting documents to the **OCM BOCES Certification Office.** (i.e. workshop verification, diplomas etc.) Please **handwrite** your DOB and the last 4 digits of your SSN on photocopies of your H.S. Diploma or Equivalency.
NOTE: For information on how to submit Official College Transcripts, please visit the Office of Teaching Initiatives Website at www.highered.nysed.gov/tcert, click on the “Topics A-Z” found at the top of the webpage. Select the letter “T,” for transcripts.

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 (\$54.00)

FINGERPRINTING Contact MorphoTrust at:
www.identogo.com or call: (877) 472-6915.
The cost is \$102.00 Service Code: 14ZGQT

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

SCHOOL VIOLENCE PREVENTION WORKSHOP :*
www.premierece.com (\$25.00)

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



*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,**” for workshops.

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/>

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LEVEL I REQUIREMENTS - All interested applicants must start at this level. The application fee is **\$35.00**. This certificate is valid for 3 years. TEACH will be used to verify the certificate issuance as this certificate will not be printed and mailed to you.

- ⇒ 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 Workshop.
- ⇒ Dignity for All Students (DASA) Workshop.
- ⇒ Fingerprint Clearance.

After one school year of **certified** Teaching Assistant experience, the applicant may apply for the Level II or the Level III certification depending upon the amount of college coursework completed.

LEVEL II REQUIREMENTS - The application fee is **\$35.00**. This certificate is valid for 3 years. TEACH will be used to verify the certificate issuance as this certificate will not be printed and mailed to you.

- ⇒ Completion of a minimum of 9 semester hours of college coursework that is applicable toward an Associate Degree or higher. Submit Official College Transcript(s) as evidence.
- ⇒ One year of Teaching Assistant experience under a valid Teaching Assistant Level I Certificate.

LEVEL III REQUIREMENTS - The application fee is **\$35.00**. This certificate is continuously valid as long as the Continuing Teacher and Leader Education (CTLE) requirements are satisfied. This is the only certificate to be printed and mailed to you by the New York State Education Department.

- ⇒ Completion of a minimum of 18 semester hours of college coursework that is applicable toward an Associate Degree or higher. Submit Official College Transcript(s) as evidence.
- ⇒ One year of Teaching Assistant experience under a valid Teaching Assistant Level I Certificate. One year of Classroom Teacher experience under a valid NYS Classroom Teacher Certificate may be used to satisfy this requirement.
- ⇒ 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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