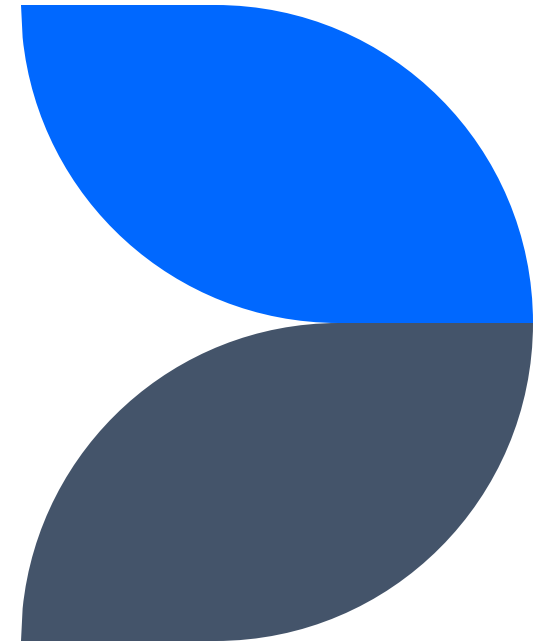


Certification Officer Bootcamp

April 2, 2024



We will be discussing:

Roles and responsibilities

Entering college recommendations

Outreach and communication

The life cycle of the application





Roles and Responsibilities

Responsibilities to the Office of Teaching:

- Serving as a point of contact if there is an application question/issue with an applicant from your program
- Entering information that is accurate and timely.

Responsibilities to your students:

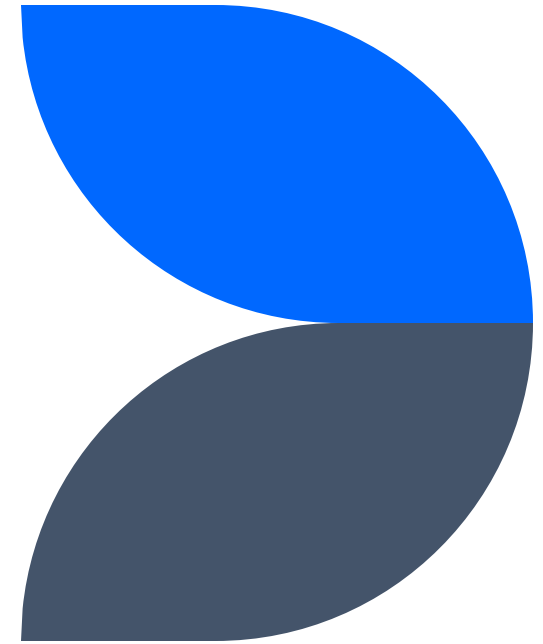
- Entering recommendations in an accurate and timely manner
- Understanding the certification options your programs lead to
- Filling out program completion forms for applicants seeking out of state certification
- Staying up to date on regulatory changes
- Verifying matriculation for Transitional Reissuances/Internship or Residency time extensions

Things to know about recommendations:

- Completion of the program date and degree conferral date can be two different things. However, you cannot enter the recommendation until the degree has been conferred.
- When entering a recommendation from a graduate level program, you must enter BOTH the Initial and Professional recommendations.
- You cannot recommend a student for the same certificate twice.
- When a recommendation is placed, transcripts do not get sent to the Teach account.
 - If a student applies for any additional certificates outside of the recommendation, we will need transcripts to evaluate.

Entering Recommendations

How-To's, Tips and Tools



Two ways to enter recommendations

Individual Recommendations

- You will enter the information student by student.
- This is recommended if you have fewer students to recommend at one time.

Bulk Recommendations

- You will follow the process for bulk uploads.
- Recommended for entering many recommendations at one time.

General tips:

- You must have the students' full SSNs! If your student does not have an SSN, they must contact our office for a TAN which will allow them to create a TEACH account. You will use this number to enter the recommendation.
- Make your students do the work! Create a form that dumps into a spreadsheet that collects the information you need for a recommendation.

Individual Recommendations

Enter Institutional Recommendation Information

Click the Add button to repeat this process until all certificates you are recommending for this applicant appear in the table below.

*Institution: SIENA COLLEGE

*Award Title: BACHELOR OF ARTS BA

*Program Code/Name: 25746 - ADOLESCENCE EDUCATION: ENGLISH

*Certificate Title and Type: English Language Arts 5-6 Extension - Initial Extension Annotation

*Degree Date: 01/25/2024

Add

Enter Institutional Recommendation Information

Select	Institution	Degree Granted	Date	Title Groups
<input type="radio"/>	SIENA COLLEGE	BACHELOR OF ARTS BA	01/25/2024	Classroom Teacher - English Language Arts 7-12 - Initial Certificate
<input type="radio"/>	SIENA COLLEGE	BACHELOR OF ARTS BA	01/25/2024	Classroom Teacher Extensions - English Language Arts 5-6 Extension - Initial Extension Annotation

Remove

1. Dropdowns

2. Add

3. Check

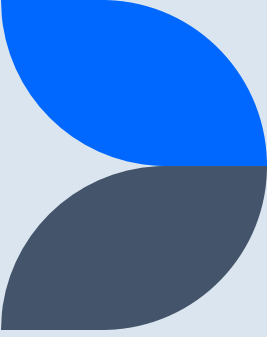
Individual Recommendations cont.

Enter Institutional Recommendation Information

Select	Institution	Degree Granted	Date	Title Groups
By submitting this recommendation I certify that the individual recommended has completed, in its entirety, a program of teacher preparation registered by the New York State Education Department leading to the certificate title for which he/she is recommended. This recommendation is made in accordance with NYCRR 52.21, 80-2 and 80-3.				



4. Submit



Bulk Recommendation Upload

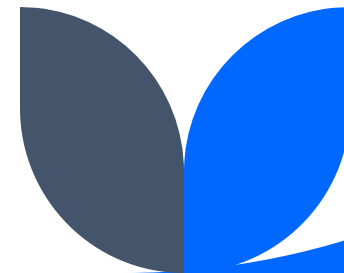
1. Use [this video](#) as your step-by-step guide for uploading.
2. [This OTI webpage](#) is also a key to success.

Terms to know for recommendations:

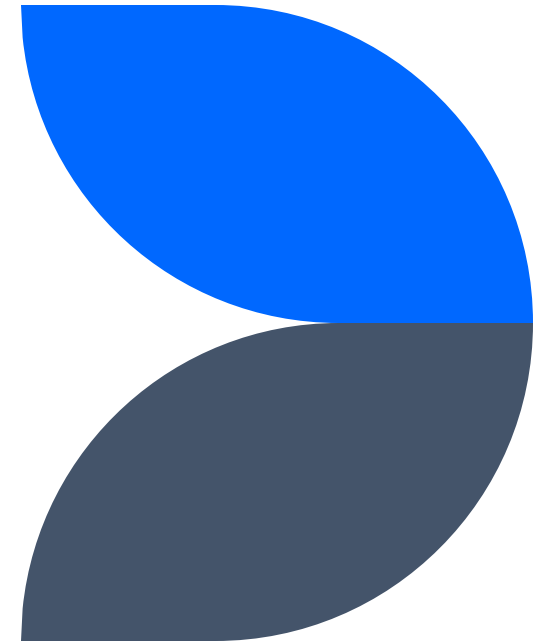
1. **Program code:** this is your program's unique identifier for the certification. You likely already have a list somewhere, but you can also find it [here](#).
2. **Award code:** this is the type of degree being conferred. You can find them [here](#).
3. **Institution code:** this is your college's unique identifier. You can find that [here](#).
4. **Certification type code:** this is the kind of certificate you are recommending for (internship, initial, professional, etc). You can find the list [here](#).
5. **Certification title code:** this is the code that tells us what the teaching title is (e.g. English 7-12, TESOL, etc.). You can find them [here](#).

Internship Certificates

- These are only available at the graduate level.
 - Districts and admin may ask you to recommend undergrads who want to work as a teacher of record in the school, but undergraduate programs cannot do this.
- When entering the recommendation, use the date you are entering it as the degree date.
- Once you enter an initial/professional recommendation for a person who has held an internship certificate, the internship certificate will IMMEDIATELY become expired even though they are "valid for two years".
- If you are recommending a student for an internship certificate, your program is responsible for supporting them as the work as teacher of record.



Communication & Resources



Communication to students and alumni

- It is your programmatic responsibility to bring the most current information you have regarding certification, to your students. How and who is directly responsible for these communications is up to your department.
- Read the monthly OHE newsletter!! It has the most current news.
- If your department doesn't have a set of directions for certification and next steps, please help your students by making them!

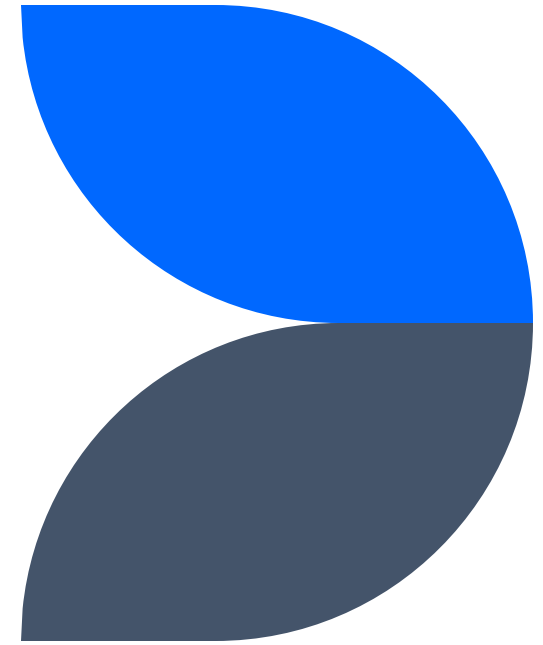


Certification/Application Resources



- OTIADMIN@nysed.gov
 - This is the email you and other faculty can use to ask for certification help. This is NOT for students!
 - You can also email this address and request to be put on the listserv. We frequently push out correspondence regarding FAQs and other helpful items.
 - Please do not copy students in these correspondences with us.
- [The OTI home page](#)- Announcements
- [Topics A-Z](#)
- The OHE Newsletter
 - [Click here](#) to subscribe and to see archived editions.
- [Search Certification Requirements](#)
 - Understanding pathways, options and add-ons to certification is crucial even if you are only inputting the recommendations.

The Lifecycle of an Application



The Approved Program Pathway

Student

- Creates a TEACH account
- Completes exams/workshops
- Clears fingerprinting
- Applies for correct certification

Certification
Officer

- Enters all recommendations accurately

OTI

- Applications are evaluated and certificates issued

Approved Program Applications

Keep in mind:

1. Students should not apply any sooner than 3-6 months before they graduate/earn the recommendation.
 - Applications are only valid for three years or two manual evaluations.
2. Approved program apps are \$50. If your student paid \$100, they applied incorrectly and will need to write to us to request a refund. They can do that [here](#).
3. Students should only apply through Approved Program if they are getting a recommendation for that certificate.

Other helpful tips:

1. Track everything! Track when you entered recommendations, when students left or changed program, etc.
2. Begin mapping what your year looks like. What components of the job need to be done in a particular month? What do you need to prep before doing the recommendations?
3. [Search Certification Requirements](#)
4. Who to contact:
 - Contact OTI with questions regarding applicants, TEACH, workshops, or certification issues.
 - Contact OCUE with questions regarding program changes OCUEinfo@nysed.gov.