

## Teaching Assistant Certification

The BOCES website has all of the information you will need. Go to [www.tstboces.org](http://www.tstboces.org) click on Certification in the orange bar. This will bring you to the certification home page. On the right side of the page you will see a variety of topics related to certification listed. The ones you will likely need will be 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.

**Fingerprinting and 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 though, which ones are by whether or not there is a link in the section with the provider name. You will need to print off the certificate of completion for each, look carefully to see if there is a section needing the trainee’s signature – if so, sign it, date it and return both sheets to me. Some may have taken the workshops at college – if the workshops appear on the college transcript as “events”, 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.

**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 one your certificate will not issue until the correct one is passed. Be aware that the exam is offered in 2 formats – paper and pencil (the least costly, but only offered 6-7 times per year) and the electronic version (very expensive, but 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). The account is also not related to your MyLearningPlan account!

**Teach On Line Services** – This page 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, of 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.

For the application 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 pull-downs 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.

As far as levels to apply for – if you held a Teaching Asst Level 1 certificate at one time, have a minimum of one years paid experience as a certified Teaching Asst (not a Teachers 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 a years time. 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 years paid experience as a certified Teaching Asst (not a Teachers 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 years paid experience as a certified Teaching Asst (not a Teachers 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 are 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 directly to me at the same address. Transcripts must all be official (no photocopies, scans, other electronic copies, faxes, etc.)