

TST BOCES Teacher Certification Notice -- Local Certification Office Timelines --

Estimated Response Time on Requests for Information:

Please be aware that phone and e-mail inquiries increase significantly during **January and February** and **between the months of April and September**. All of these requests are responded to in the order they are received. Because of the volume of requests received during these extremely busy periods, and the importance of each one, a backlog is imminent. Please be assured that your questions will receive careful attention, as quickly as possible, but that **response times during these seasonal peaks can reach 1 to 2 weeks**. As such, please send your questions in early. Your patience will be needed. Multiple inquiries from the same individual only add to the backlog - please do not send repeated inquiries!

Applications for Various Forms of Certification:

The number of applications, requests and inquiries received during a given month has a significant affect on the amount of time it takes for an evaluation to be completed. If you are submitting your application for evaluation by your local certification office, you can expect an approximate turn-around time of 6 to 12 weeks, depending on the time of year your application is received. **Between April and September, average turnaround time is 12 weeks**. (Read: If your current certificate is due to expire on September 1st, then you should apply for your next level certificate no later than June 1st. Additionally, if you are waiting to apply because your test scores have not yet been issued, please do not wait. You do not need your test scores to apply. Secure your place in line now so that your application will be ready when your scores arrive.)

In all cases, **PLEASE APPLY EARLY** and allow sufficient time for your information to be reviewed. All evaluations are completed in the order received.

TEACH On-Line Services:

Wherever possible, applicants should **apply using the Office of Teaching's new TEACH on-line system**, at: <http://www.highered.nysed.gov/tcert/teach/index.html>. You will find that the new system offers you a number of benefits. During the on-line application process, you may select your local certification office to complete your evaluation. After selecting the local office to do your evaluation, you should send all back-up documents to the local certification office so that they are here when your application comes up for review.

You can reach your local certification office by sending an e-mail to tchrcert@tstboces.org (best) or by leaving a voice message at (607) 257-1551x309. If you should need to contact me, please be as specific as possible in your message, so that I can respond to you as efficiently as possible.

I look forward to working with you...!