

# Compliments of the Newburgh Teacher Center

**Applicable only to persons certifying on or after February 2, 2004**

## Initial Certificate

**Initial Certificate** refers to the new certification requirements for all candidates who apply for classroom teacher certification on or after **February 2, 2004**. Requirements for pupil personnel service providers have not changed.

**Description:** The entry-level certificate for **classroom teachers**, issued in specific subject/grade titles, and the entry-level certificate for **School Building Leaders (SBL)**.

**Validity:** Valid for 5 years.

**Leads to:** Professional Certificate

### **Initial Certification Requirements**

- "**Search Certification Requirements**" is an online search feature that allows you to identify the specific requirements you must meet for any given certificate.  
<http://eservices.nysed.gov/teach/certhelp/CertRequirementHelp.do>. Make your selections and click search.

The Initial certificate is valid for 5 years, during which time you must complete the requirements for the professional certificate.

## Professional Certificate

**Description:** The advanced-level certificate for **classroom teachers** (issued in specific subject/grade titles) and **School Building Leaders**.

**Validity:** Continuously valid with completion of required professional development hours on a five-year professional development cycle.

### **Professional Certificate Requirements:**

- You may meet the **educational requirement** for a Professional certificate in one of several ways. You may complete one of the following:
  - A graduate-level teacher education program at a New York State higher education institution that prepares teachers, or
  - Master's Degree accepted previously to satisfy requirements for a permanent or professional classroom teaching certificate. This same Master's degree will satisfy the master's degree requirement and the requirement for 12 graduate semester hours in the content core for professional certification for any subsequent certificate, or
  - A master's or higher program in the content core of your Initial certificate or in a [related content area](#), or
  - A master's or higher program in any field, provided that you have 12 semester hours of graduate study in the content core of the Initial certificate or in a related content area.
- In order to qualify for the Professional certificate, you must teach for 3 years and you are required to be mentored in your first year of teaching.

**(Info can also be found on the NTC Website)**

## **Professional Development Requirements**

**Applies to:** Only those individuals who have applied for **teacher or teaching assistant certification after February 2, 2004** and who have been issued **professional or level III teaching assistant certificates** requiring continuing professional development.

All teachers and school leaders who hold a “**Professional**” certificate must complete 175 hours of professional development every 5 years to maintain the validity of their certificate. However, the hourly obligation of 175 hours every 5 years is reduced by 10% for every year of your professional development period during which you are not employed in a public school.

**For example:** If you teach in a nonpublic school for 2 years out of your professional development period, you must complete a total of 140 hours of professional development in that period ( $.20 \times 175 = 35$  hours;  $175$  minus  $35 = 140$  hours). NOTE: This calculation is done automatically and is displayed on your individual professional development record

All staff who hold a “**Teaching Assistant III**” certificate must complete 75 hours of professional development every 5 years to maintain the validity of their certificate. However, the hourly obligation of 75 hours every 5 years is reduced by 10% for every year of your professional development cycle during which you are not employed in a public school.

**For example:** If you work for 2 years out of the five-year professional development cycle, you must complete a total of 60 hours of professional development in that period. NOTE: This calculation is done automatically and is displayed on your individual professional development record.

Authority for decision-making regarding appropriateness of activities as to fulfillment of this requirement resides solely with the local public school district.

The design of professional development should be a result of a district's professional development planning process. It is best done as part of a comprehensive district and/or building plan, such as the Comprehensive District Education Plan (CDEP), New York City's District Comprehensive Education Plan (DCEP), the professional development plan (PDP), and/or the comprehensive Education Plan (CEP).

The professional development must occur during the five year professional development period which is defined in regulation as **beginning on July 1<sup>st</sup> after the effective date of the professional or level III certificate.**

**For example:** An individual holding a professional certificate that is effective on September 1, 2005 would count professional development hours completed in the period beginning on July 1, 2006 and ending on June 30, 2011.

**Planning and Providing Activities:** Public school districts and BOCES are responsible for planning and providing appropriate professional development for holders of Professional and Teaching Assistant III certificates, as for all teachers, as part of the district's professional development plan.

**Reporting Hours:** Each school year, the district is responsible for reporting the hours completed by each Professional and TA III certificate holder employed 90 days or more during that year. If you work less than 90 days you are responsible for reporting your professional development hours. It is recommended that reporting be done before June 30, the end of the professional development year. Reporting is done directly to the TEACH online (logo), using either the web based application or, in the near future, through an electronic file transfer.

**Failure to Meet Requirement:** Any Professional or Teaching Assistant III certificate holder who fails to complete the required professional development requirement becomes subject to due process and risks the loss of his or her certificate. Adjustments to an individual's required hours may be granted for good cause. The certificate holder must apply to OTI for an adjustment.