



# Student Application Information Sheet

New York State Teacher Certification

Pathway: State Approved Preparation Program

Certificate Type: Transitional B

Cohort 33

PROGRAM CODE: 30901

**TRANSITIONAL B CERTIFICATE** -The Transitional B license is only valid while you are enrolled at LIU-Brooklyn. The Transitional B expires upon graduation, so we strongly urge you to meet all requirements for the **Initial Teacher Certificate** before you graduate.

Please use the information provided below to assist you in completing your online application for the NYS Teacher Certificate.

**Please Remember:** If you already have an account with NYS, proceed to log in using your username and password **[www.highered.nysed.gov/tcert/teach/login.html](http://www.highered.nysed.gov/tcert/teach/login.html)**

**READ CAREFULLY!** The process of applying for a New York State Certificate will now occur via TEACH; the new online certification database. TEACH enables you to set up a profile and maintain your record as well as apply for certification.

**Follow the steps outlined below to create your account and apply for your certificate. Do not create a new account if you already have one!** Read through all of the steps before you begin the process so that you know what materials you will need to input the information required.

- 1 Go to <http://ohe32.nysed.gov/tcert/teach/> and select Self Registration if you do not already have a TEACH account.
- 2 Choose a user name and password that contains both letters and numbers. Be sure to follow the parameters carefully. Keep this information in a safe place as you will be required to access your record periodically.

Once you have successfully logged in select TEACH Online Services and then Profile Links - Update Profile.

**3. FIRST**, enter your personal information including your contact information.

**4. NEXT**, insert your education information. You will be required to enter the dates of attendance, credits earned, degree and degree date. Be sure to include all undergraduate and graduate institutions that you have attended.

**Use the following information supplied by your institution to complete the Self-Reported education portion of the online application:**

**Institution Name:** LONG ISLAND UNIVERSITY-BROOKLYN CAMPUS  
**Award Title:** Master of Science in Education  
**Program:** **30901: Students with Disabilities-Grades-7-12-  
Generalist-Transitional B**  
**Major:** Students with Disabilities  
**Date Attended From:** 06/17/2019  
**Date Attended To:** 05/14/2021  
**Number of Credits:** 39 credits

Enter your personal information and preferences (such as opting to be included in the statewide teacher clearinghouse or having most correspondence from us transmitted via email).

**5. IMPORTANT:** Be sure to select the choice marked Approved New York Teacher Certification Programs- Select this radio button if you completed a New York State institution that leads to recommendation for a teaching certificate.

**6. EDIT YOUR EMPLOYMENT INFORMATION.** You will be asked for the school name and location as well as details pertaining to each position.

**Return to your home page and select Online Application: Apply for a Certificate.**

A screen will appear listing the steps that you will take to complete the application. Once you have read this page, select Next at the bottom of the page.

You will be asked again to verify your profile. Check the information for errors and proceed by selecting next.

#### **7. SELECTING CERTIFICATE**

The next step is to select the certificate for which you are applying. You will be selecting from a series of dropdown menus, which will populate based on your choices.

- a. Select your area of Interest – **Classroom Teacher**
- b. Select your subject Area – **Students with Disabilities**
- c. Select the Grade Level Select your specific grade level- **Adolescent-Grades-7-12**
- d. Select the Title – **Students with Disabilities-Grades-7-12-Generalist**
- e. Select the Type of Certificate – **Transitional B Teaching Certificate**

**Click Add.**

You will be prompted to enter the program code: **30901** Enter the code and hit submit. Be sure to enter the appropriate code or your application will not be evaluated properly. You will now be on the Review Selection Screen. Choose the option I want my application to be reviewed by the State Education Department. Choose Next.

**8. You will now be at the Sign Affidavit screen.**

Answer all questions on this page and read the information carefully. You will be signing under penalty of perjury. Click Sign Affidavit when you are finished.

**9. The Confirm and Sign Application screen will appear.** Review the information for accuracy and read the terms at the bottom of the screen. Select Sign Application.

The last step is the **Make Payment screen.**

**10.** The Application Transaction Summary screen appears. You should print a copy of this for your records as well. .

**11.** Select Done.

IMPORTANT!!!! Check your certification online.

**Important News on Limited Certificates**

The state does not issue paper certificates for Transitional B, so you must verify that the certificate(S) is issued. Log in to your TEACH account and select Inquiry Links then Teach Online Services. Select Certificates and click go. If your application is still pending, it will appear in the Certificate Applications Section. You can click on the Status to access the most current evaluation. If your certificate(s) appear under the Issued Certificates section, the state has granted your certification(s). **PAY CAREFUL ATTENTION TO THE EXPIRATION DATE AND BE SURE TO TAKE THE APPROPRIATE NEXT STEPS PRIOR TO THIS DATE!**

**Extension Applicants**- NYS only allows individuals to apply for one certificate at a time. If you are applying for a Transitional B, you must first apply for Transitional B license, once the certificate it's issued, you will need to repeat the process again for the extension. Please wait for further instructions on how to submit an application for the Social Studies or Bilingual Extension(s).

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<b>Transitional B Certificate</b>	
<b>Description</b>	A certificate of this type is issued to permit the employment of an individual as a classroom teacher in a New York State public school; the individual must be enrolled in a New York State Transitional B program. The Transitional B certificate is tied to the school placement.

<b>Validity</b>	Valid as long as the individual is matriculated in the Transitional B program. When a student completes or leaves the program, the certificate is no longer valid.
<b>Leads to</b>	Initial Certificate. The Initial certificate will be issued with the effective date of the Transitional B certificate.
<b>Application Fee</b>	\$50
<b>Paper Certificate Printed.</b>	No, verify this certification in the TEACH System.
<b>Program Code:</b>	<b>30901</b>

To be recommended for **Initial Certification in Students with Disabilities (Grades 7-12) Generalist**

You must pass the following exams:

- edTPA- Special Education: \$300.00
- ST-Students with Disabilities: \$134.00

<b>Initial Certificate Requirements</b>	
<b>Description</b>	A certificate of this type is issued as the certificate for classroom teachers (issued in specific subject/grade titles)
<b>Validity</b>	Valid for five years.
<b>Leads to</b>	Professional Certificate
<b>Application Fee</b>	\$50 based on completion of a New York State approved program
<b>Paper Certificate Printed?</b>	No this certificate is NOT printed at the time of issuance. Verify this certification in the TEACH System. Holders of this type of extension may apply for a printed certificate.
<b>Title:</b>	Students with Disabilities-Generalist- Grades- 7-12-Generalist
<b>Program Code:</b>	<b>30901</b>
<b>Required Examinations</b>	CST-Students with Disabilities (060) <a href="http://www.nystce.nesinc.com/TestView.aspx?f=HTML_FRAG/NY060_TestPage.html">http://www.nystce.nesinc.com/TestView.aspx?f=HTML_FRAG/NY060_TestPage.html</a>  edTPA-Special Education <a href="http://www.nystce.nesinc.com/PageView.aspx?f=HTML_FRAG/GENRB_SafetyNet.html">http://www.nystce.nesinc.com/PageView.aspx?f=HTML_FRAG/GENRB_SafetyNet.html</a>

