

## Out of Certification Verification

### Correcting Errors in Course Codes to Ensure Teachers are Instructing within their Certification Area

This workshop will review the NYSED requirements for reporting courses taught by your instructional staff, confirm that district staff is teaching within their certification area, and explore how to identify and correct errors before they are publicly reported on the district's New York State School Report Card.

- Learn how to identify when staff is teaching out of certification
- Learn how to identify which course codes are eligible for a certification code
- Understand your course description as compared to the State course number assigned
- Understand the process to correct course codes
- Learn the process to receive a waiver for a teacher who is teaching out of certification
- Learn how to submit an appeal to NYSED when a teacher is appropriately teaching within certification

DATE:	Thursday, February 15, 2024 and Friday, May 3, 2024
TIME:	10:00 a.m. – 11:00 a.m.
COST:	Complimentary
AUDIENCE:	Assistant Superintendents for Human Resources, District Data Coordinators, District Administrators
LOCATION:	Virtual Workshop – Details will be provided by email
REGISTER:	<a href="https://webreg@esboces.org">https://webreg@esboces.org</a> or <a href="https://datacentral.esboces.org/Events">https://datacentral.esboces.org/Events</a>

John Lytell has been a Staff Developer/Shared Data Expert with Eastern Suffolk BOCES for over 6 years assisting district leaders create custom data reports for attendance, demographic trends, disciplinary incidents, English Language Learner (ELL) Part 154, graduation preparedness and pre/post assessments. John is NYSED certified in Art (K-12), Mathematics (7-12) and School District Administrator (SDA). He joined Eastern Suffolk BOCES in 2003 as a Teacher Integration Specialist in the Model Schools Program and held IT roles with the Regional Information Center (RIC) and an Administrator in Adult and Continuing Education. His background includes 15 years of IT experience and has earned certifications from Microsoft, Cisco and VMWare. Prior to joining ESBOCES, John resided in Japan for 2 years working for the public schools assisting teachers of English.