

Mount Vernon City
School District
Human Resources Office

165 N. Columbus Rd., Mount
Vernon, NY 10553

(914) 358-2350

humanresources@mtvernoncsd.org



Teaching Assistant Certification

TEACHING ASSISTANT LEVEL I CERTIFICATE APPLICATION INSTRUCTIONS

Applications must be submitted electronically via the NYSED Office of Teaching Initiatives TEACH website at www.highered.nysed.gov/tcert/.

If you do not have a TEACH Online Services account, you will need to create one. If you previously created an account that you are unable to access, contact TEACH Help at teachhelp@nysed.gov.

1. Log in to your TEACH account and submit an application for the **Teaching Assistant Level I** certificate. Assign the application to **the Mount Vernon City School District** for review. The application fee of **\$35.00** must be paid online with a credit card.
2. Submit a copy of your high school diploma or transcript with your date of birth written on it to the Mount Vernon City School District Human Resources Office.
3. Submit official transcripts of all college coursework completed. Electronic transcripts must be sent to transcriptsoti@nysed.gov. Paper transcripts can be mailed to the Mount Vernon City School District Human Resources Office in a sealed envelope from the college. If you have foreign education, your application must be reviewed by the NYSED Office of Teaching Initiatives.
4. Complete the NYS Assessment of Teaching Assistant Skills (ATAS) exam. Information on registering for the exam can be found at www.nystce.nesinc.com. The test fee is **\$54.00**.
5. Complete the Child Abuse Identification and Reporting workshop. A list of approved providers for this workshop can be found at www.op.nysed.gov/training/caproviders.htm. Cost varies by provider.
6. Complete the School Violence Prevention and Intervention workshop. A list of approved providers for this workshop can be found at www.p12.nysed.gov/sss/ssae/schoolsafety/save/svipproviders.html. Cost varies by provider.
7. Complete the Dignity For All Students Act (DASA) workshop. A list of approved providers for this workshop can be found at www.highered.nysed.gov/tcert/certificate/dasa-applicant.html. Cost varies by provider.
8. Apply for fingerprint clearance at www.identogo.com using Service Code **14ZGQT**. The cost is **\$101.75**.

The Level I Teaching Assistant certificate will be valid for **three years**. You may proceed to the Level I Renewal, Level II, Level III, or Pre-Professional Teaching Assistant certificate depending on your individual circumstances.

**CONTACT THE MOUNT VERNON CITY
SCHOOL DISTRICT HUMAN RESOURCES
OFFICE WITH QUESTIONS**