



Becoming a Certified Teaching Assistant

Teaching Assistants play a vital role in supporting classroom instruction, helping to create inclusive, engaging, and effective learning environments. Their presence ensures that students receive the individualized attention they need, especially those who may require extra support. Certification not only demonstrates a commitment to professional standards and educational excellence but also opens doors to career growth within the school system. Teaching Assistants contribute significantly to the academic and social development of students, making a lasting impact on their communities.

To become a Certified Teaching Assistant within the New York State Education System you will need to follow these steps outlined below. All this information is available on the NYSED website here:

<https://www.highered.nysed.gov/tcert/certificate/teaching-assistant-level-1.html>

Step 1.) Get Fingerprinted through NYSED. You will need to schedule an appointment on this website: <https://uenroll.identogo.com/workflows/14ZGQT>. When scheduling your appointment use this service code: **14ZGQT**

Step 2.) Complete New York State Teacher Certification Exam - ATAS Information on how to the computer based test can be found here: :

https://www.nystce.nesinc.com/TestView.aspx?f=HTML_FRAG/NY095_TestPage.html

Step 3.) Complete the three required workshops.

- Child Abuse Identification- you can complete online here:

<https://www.highered.nysed.gov/tcert/certificate/ca.html>

- School Violence Intervention and Prevention- you can complete online here:

<https://www.highered.nysed.gov/tcert/certificate/save.html>

- Dignity For All Students Act- you can complete online here:

<https://www.highered.nysed.gov/tcert/certificate/dasa-applicant.html>

Step 4.) Submit your education to TEACH. Your High School Transcript showing graduation needs to be submitted by your High School Directly to TEACH. The high school can send transcripts in PDF format via email to transcriptsoti@nysed.gov, with "HS Diploma" in the subject line.

Step 5.) Apply for your certification on the TEACH website:

<https://www.highered.nysed.gov/tcert/certificate/teaching-assistant-apply.html>

After you have completed these steps, you just wait for NYS to review and approve your application, you will then be a Certified Teaching Assistant.

If you have any questions throughout this process, please reach out to Holly Leone at holly.leone@waterloocsd.org or 315-539-5590.

Congratulations on choosing to join the community of educators!