Eastern Suffolk BOCES
Regional Certification Office

201 Sunrise Highway
Patchogue, New York 11772

(631) 687-3020

teachercert@esboces.org

Eastern Suffolk BOCES
Educational Services That Transform Lives

Teaching Assistant Certification

INITIAL TEACHING ASSISTANT CERTIFICATE APPLICATION INSTRUCTIONS

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

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 518-474-3901 and select option 3 or email teachhelp@nysed.gov.

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1. Log in to your TEACH account and submit an application for the **Initial Teaching Assistant** certificate. Assign the application to **Eastern Suffolk BOCES** for review. The application fee of **$35.00** must be paid online with a credit card.

2. Submit an official high school transcript. Official transcripts must be sent in PDF format directly by the school to transcriptsoti@nysed.gov.

3. Submit official transcripts of all college coursework completed. Electronic transcripts from Parchment or National Student Clearinghouse must be sent to the NYSED Office of Teaching Initiatives. If you have foreign education, your application must be reviewed by the NYSED Office of Teaching Initiatives.

4. Complete the Foundations of Classroom Support and Instruction exam (**$49.00**). Information on registering for the exam can be found at www.nystce.nesinc.com.

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.nysed.gov/student-support-services/svpi-approved-providers. 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.nysed.gov/teaching-initiatives/approved-providers-courseworktraining-dasa. Cost varies by provider.

8. Apply for fingerprint clearance through MorphoTrust at www.identogo.com using Service Code **14ZGQT**. The cost is **$107.50**.

The Initial Teaching Assistant certificate will be valid for **five years**. You may continuously renew the Initial Teaching Assistant certificate or advance to the Pre-Professional Teaching Assistant certificate or the Professional Teaching Assistant certificate depending on your individual circumstances.

CONTACT THE EASTERN SUFFOLK BOCES CERTIFICATION OFFICE WITH QUESTIONS