Career and Technical Education (CTE) Transitional A Certification

Frequently Asked Questions
October 17, 2023

1. **How do I know what certification area people from industry fit into?**
   Industry professionals should review the NYSED Office of Teaching Initiative's Career and Technical Education Experience Requirements by Title webpage to determine which CTE title aligns best with their experience.

2. **How can I get certified?**
   Individuals seeking to change careers and become a certified 7-12 Career and Technical Education (CTE) teacher should review the NYSED Office of Teaching Initiatives' Career and Technical Education Certification webpage.

3. **What NYS recognized institutions are currently offering online courses to satisfy the college course work required for initial/professional certification?**
   Individuals should review the program offerings at post-secondary institutions to see if the school has an education program. If the school offers education courses, individuals should then contact the school for additional information about the course(s).

4. **I am interested to know more about what the state is looking for from self-employed candidates.**
   Please refer to the self-employed section of the NYSED Office of Teaching Initiative's Career and Technical Education Occupational Work Experience Policy webpage.

5. **What is the availability for people with accounting degrees? I own an accounting and tax business.**
   While an evaluation of an individual's education and work experience is required to determine if they meet the requirements for certification, tax and accounting generally fall under the Business and Management career cluster. Please review the NYSED Office of Teaching Initiatives' Career and Technical Education Experience Requirements by Title webpage to determine which CTE title aligns best with the individual's experience.

6. **What are the identified professional credentials that are accepted?**
   Please review the NYSED Office of Teaching Initiative's CTE Industry-Related Credential webpage.

7. **Can you provide a phone number to contact that can assist with questions?**

   Before calling or sending an email, the NYSED highly recommends reviewing the Office of Teaching Initiatives webpage, which may provide the answers to individuals' questions.

   Since OTI typically receives a high volume of phone calls, callers may experience a wait time of one hour or longer on the phone. When calling OTI, individuals should log into their TEACH account before talking with the staff member and be prepared to take notes on paper or on an electronic device.

   Phone number: 518-474-3901

8. **What if you feel that you have submitted appropriate work experience, but it gets denied? Is there an appeals process?**
   An applicant should read the notice of uncompleted requirements carefully to understand why a denial was issued. If an applicant feels the denial is unwarranted, the next step is to email tcert@nysed.gov with **Attn: Disputes** in the subject line. The email should include the applicant's full name as it is found in TEACH, the last four digits of the applicant's social security number, and any additional information that the applicant feels would be relevant. All the above correspondence must come from the applicant.

9. **Can individuals take the 9 pedagogy credits while being a teaching assistant (TA)?**
   Yes, individuals can take the 9 pedagogy credits at any time.

10. **Is there any consideration for regional certification officers to be able to review these materials in the future?**
    Currently, regional certification officers are not able to review certification materials for CTE applicants. Opportunities may present themselves in the future.

11. **How can a prospective CTE teacher provide proof of experience when the employer/ organization no longer exists and/or is not operating?**
    Please visit the NYSED Office of Teaching Initiative's Verification of Work Experience webpage for the form applicants can fill out if their employer is no longer reachable. Please note that all documentation must be submitted in order to consider this form complete. There can be no exceptions.