CTE Technical Assistance Center of NY

TRAIN & SUSTAIN

Career & Technical Education Certification Checklist: Initial Certification

Transitional A Certificates are valid for three (3) years. During that time, CTE teachers must complete the requirements for the Initial Certificate.

How to Submit Official Transcripts to the NYSED's Office of Teaching Initiatives: **ctetac.us/3G4S4wi**

To access additional information and course offering dates, visit:

nyctecenter.org/train-sustain

Checklist:

***Must Complete**

- ☐ **College Coursework:** Curriculum & Instruction*
  Date Completed: _____
- ☐ **College Coursework:** Teaching Students with Disabilities and Special Healthcare Needs*
  Date Completed: _____
- ☐ **College Coursework:** Human Development and Learning*
  Date Completed: _____
- ☐ **Student Teaching:** Teaching Experience in Lieu of Student Teaching* (**ctetac.us/4e9JYyp**)
- ☐ **Teacher Certification Application:** Must be submitted online to the State Education Department along with electronic payment to the New York State Education Department* (**ctetac.us/4L855Df**)
  Date Completed: _____

Note: Additional workshops and clearances may be required to apply for a certificate dependent upon your Transitional A Certification Option A - J. It is best to reference the NYSED Certification Requirement Lookup Tool (**ctetac.us/44kHdHy**) for certainty.

Initial certificates are valid for five (5) years. During that time, CTE teachers must complete the requirements for the Professional Certificate.