CTE Technical Assistance Center of NY

TRAIN & SUSTAIN

Career & Technical Education Certification Checklist: Professional Certificate

Initial certificates are valid for five (5) years. During that time, CTE teachers must complete the requirements for the Professional 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:** Instruction and/or Assessment*
  Date Completed: _____
- ☐ **College Coursework:** Teaching Literacy Skills Methods*
  Date Completed: _____
- ☐ **College Coursework:** Classroom Management*
  Date Completed: _____
- ☐ **Educating All Students Exam** (**ctetac.us/EAS201**)
- ☐ **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 Initial CTE Certification Option A-J. It is best to reference the NYSED Certification Requirement Lookup Tool (**ctetac.us/44kHdHy**) for certainty.

Professional Certificates are valid for life. However, CTE teachers must maintain their Active Registration Status by completing 100 hours of CTLE every 5 years.