CTE Technical Assistance Center of NY
TRAIN & SUSTAIN

Career & Technical Education Certification Checklist: Transitional A Certificate

Trans A certificates are valid for three (3) years. During that time, CTE teachers complete the requirements for the Initial certificate.

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

Any documentation should be forwarded to: **tcert@nysed.gov**

To access additional information and course offering dates, visit:

nyctecenter.org/train-sustain

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

Checklist:

***Must Complete**
****If Applicable**

- ☐ **Fingerprint Approval Process***
  (attach copy of approval)
  Date Completed: _____
- ☐ **Child Abuse Identification and Reporting Training***
  (attach copy of completion certification)
  Date Completed: _____
- ☐ **School Violence Prevention and Intervention Training***
  (attach copy of completion certification)
  Date Completed: _____
- ☐ **Dignity for All Students Act Certification Training***
  (attach copy of completion certification)
  Date Completed: _____
- ☐ **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: _____
- ☐ **School District Employment and Support Commitment*** (**ctetac.us/44LSWnv**)
- ☐ **Communicative & Quantitative Skills (CQST) Exam****
  Must complete if no college degree/prof. credential
  Date Completed: _____
- ☐ **Verification of Occupational Experience Form** (VOE)** (**ctetac.us/44hrkji**)
  - ☐ 1 Year of Experience
  - ☐ 2 Years of Experience
  - ☐ 4 Years of Experience
- ☐ **Transcripts (Must be Official)****
  - ☐ High School/GED
  - ☐ Associate's Degree
  - ☐ Bachelor's Degree
  - ☐ Master's Degree