**TEACHER ASSISTANT CERTIFICATION PACKET**

1. You **MUST** take the **Skills Test for TA Certification – ATAS**
2. You **MUST** take and successfully complete **THREE (3)** workshop courses, those being:

* **Child Abuse Course**
* **School Violence Course**
* **Dignity for All Students Act – DASA**

1. You **MUST** apply for a **Level I license** as a Teacher Assistant.
2. You **MUST** submit a copy of your **High School Diploma** to NYS ED.

**NEW YORK STATE EDUCATION DEPARTMENT**

**OFFICE OF TEACHING INITIATIVES**

**89 WASHINGTON AVENUE ROOM 5N**

**ALBANY, NY 12234**

**\*Please Note:** If you have not been fingerprinted through NYS Ed., the fingerprint application process is done **ONLINE** @ [www.identogo.com](http://www.identogo.com) or call 877-472-6915. ORI number is “**TEACH**” and the service code is **14ZGR7**. **\*Cost for Fingerprint - $102.00**

**TEACHER ASSISTANT TEST INFORMATION**

**New York State Teacher Certification Examinations are done ONLINE ONLY at a TEST CENTER.**

**PEARSON PROFESSIONAL CENTER**

**122 BUSINESS PARK DRIVE, SUITE 4**

**UTICA, NY 13502**

**315-266-0478**

**Registration and payment are done ONLINE at:** [www.nystce.nesinc.com](http://www.nystce.nesinc.com)

\*You **MUST** register to create an account with a username and password. Please be sure to write it down so you will not forget your login information.

* The Test you need to take is Assessment of Teaching Assistant Skills – ATAS.
* The cost of the test is $54.00.

\*\*Attached you will find more information about the test and test site.

**Please print/sign your name and date below**

**indicating that you have received this Teacher Assistant Certification Packet. Thank You.**

**Print \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**WORKSHOP COURSE INFORMATION**

**The Child Abuse and School Violence workshops are available at:**

**MOHAWK VALLEY COMMUNITY COLLEGE**

1101 Sherman Drive, Utica, NY 13501

Human Services – 792-5300

**Child Abuse Course - $35.00**

**School Violence - $25.00**

**ONEIDA-HERKIMER-MADISON BOCES – OHM BOCES**

4747 Middle Settlement Road, New Hartford, NY 13413

Continuing Education – 793-8696 or 793-8563

Call to register and request time and dates.

**Child Abuse Course - $50.00**

**\*\*ONLINE CHILD ABUSE AND SCHOOL VIOLENCE WORKSHOPS INFORMATION:**

**CHILD ABUSE –** [www.childabuseworkshop.com](http://www.childabuseworkshop.com) **COST ONLINE - $39.95**

**SCHOOL VIOLENCE –** [www.violenceworkshop.com](http://www.violenceworkshop.com) **COST ONLINE - $50.00**

**OR**

[www.workshopexpress.com](http://www.workshopexpress.com)

**DIGNITY FOR ALL STUDENTS ACT (DASA)**

**\*\*ONLY AVAILABLE AT OHM BOCES – ONCE A MONTH\*\***

**ONEIDA-HERKIMER-MADISON BOCES – OHM BOCES**

4747 Middle Settlement Road, New Hartford, NY 13413

**6 hr. workshop - $100.00 OR**

**MOHAWK VALLEY COMMUNITY COLLEGE: 6 hr. workshop - $75.00**

You **MUST** register online at the OHM BOCES website:

[www.oneida-boces.org](http://www.oneida-boces.org)

\*\*On the homepage to your left is a link for **DASA Certification**, click the link and it will bring you to a page with instructions and a calendar link for **TEST DATES**.

**TEACHER ASSISTANT LEVEL I CERTIFICATION**

\*\*YOU MUST APPLY FOR YOUR LEVEL I CERTIFICATION ON TEACH.

**Level I Certification Fee - $35.00**

TEACH ONLINE SERVICES: [www.highered.nysed.gov/tcert](http://www.highered.nysed.gov/tcert)

**TEACH System**

What is the TEACH system? Go to [List of TEACH Services](http://www.highered.nysed.gov/tcert/teach/features.html)

**STEP 1:**[**Self-Register**](http://www.highered.nysed.gov/tcert/teach/selfreg.html)create a Login Account.  
You must create a login account to access TEACH System. Follow the steps to complete the registration process.

[Having trouble logging into the TEACH System?](http://www.highered.nysed.gov/tcert/teach/teachappfaq.html#login)

**STEP 2:**[**LOGIN to TEACH**](https://my.ny.gov/bin/MyNy) to access your information and TEACH System.  
[Forgot your TEACH username or password?](http://www.highered.nysed.gov/tcert/teach/report.html)

\*Once you are registered, you can logout and back in with your account information and apply for your **LEVEL I Certification**.

\*\*FOR FURTHER CERTIFICATION INFORMATION PLEASE CONTACT:

**KAREN PLADO**

REGIONAL CERTIFICATION OFFICER at ONEIDA-HERKIMER-MADISON BOCES

**4747 MIDDLE SETTLEMENT ROAD**

**NEW HARTFORD, NY 13413**

**PHONE: (315) 793-8562**

**FAX: (315) 223-4704**

**E-MAIL:** [**kplado@oneida-boces.org**](mailto:kplado@oneida-boces.org)

TEACH ONLINE SERVICES

[www.highered.nysed.gov/tcert](http://www.highered.nysed.gov/tcert)

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**ALBANY, NY 12234**

**(518) 474-3901**

**TEACHER ASSISTANT CERTIFICATES**

**Requirement for a Level I – valid for three (3) years**

Below is a list of the requirements that you need to satisfy in order to obtain the Teaching Assistant – **Level 1**certificate and a description of each requirement.

* Fingerprint Clearance
* Submit a copy of High School Diploma to NYS Ed
* New York State Teacher Certification Exam - **ATAS**
* Workshop - **Child Abuse Identification**
* Workshop - **School Violence Intervention and Prevention**
* Workshop - Training in Harassment, Bullying, Cyberbullying, and Discrimination in Schools: Prevention and Intervention **(DASA Training) (Required as of December 31, 2013)**

**Requirements for a Level I Renewal – One time ONLY**

If you were unable to complete the required one year of experience under your Level I Teaching Assistant certification or meet the semester hour requirement for the Level II, you may be eligible for the Level I renewal.

**In addition to the requirements for the Level I, you must have employment as a teaching assistant. The district/employer will submit a superintendent statement in TEACH upon notification.**

**Requirements for a Level II – valid for two (2) years**

In addition to the requirements for the Level I, you must have:

* College coursework - **9 semester hours**
* Experience as a NYS Licensed Teaching Assistant - 1 Year

**Requirements for a Level III – valid continuously**

In addition to the requirements for the Level I, you must have:

* College coursework - **18 semester hours**
* Experience as a NYS Licensed Teaching Assistant - 1 Year
* Citizenship Status - INS Permanent Residence or U.S. Citizenship

**\*\*** Must complete **Verification of Paid Experience** form for **Level II or Level III** and submit to Human Resources to complete remaining sections and submit to **NYS Ed. \*\***