Thank you for your interest in teaching in New York City’s public schools. The NYC Online Teacher Application is required for all candidates who are interested in securing a full-time teaching position with the New York City Department of Education. We strongly suggest that you review this guide prior to beginning your application.

Please Note:
If you are a current teacher in the New York City Department of Education, please do not complete this NYC Online Teacher Application. If you are interested in transferring schools, you will need to register and apply through the Open Market Hiring System (Open Market) when it opens in mid-April. Call HR Connect (718-935-4000) with questions about Open Market.

We recommend that you read this guide carefully and leverage our Online Support Center for additional articles and information.

We look forward to meeting you,

DOE Office of Teacher Recruitment and Quality

AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of the Department of Education of the City of New York to provide educational and employment opportunities without regard to race, color, religion, creed, ethnicity, national origin, alienage, citizenship status, age, marital status, partnership status, disability, sexual orientation, gender (sex), military status, prior record of arrest or conviction (except as permitted by law), predisposing genetic characteristics, or status as a victim of domestic violence, sexual offenses and stalking, and to maintain an environment free of harassment on any of the above-noted grounds, including sexual harassment or retaliation. Inquiries regarding compliance with this equal opportunity policy may be directed to: Office of Equal Opportunity, 65 Court Street, Room 1102, Brooklyn, New York 11201, or visit the OEO website at http://schools.nyc.gov/OEO
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PREPARING TO APPLY

As you are preparing to complete the NYC Online Teacher Application, please be prepared to answer questions and provide documentation about:

- Your professional background (including dates employed)
- Academic history, including your GPA
- Professional references (at least one and no more than three; please include names, work email addresses, and phone numbers)
- Up-to-date resume and past work experience
- Your teacher certification status as you will need to provide proof of New York State teacher certification or documentation that shows your progress to certification
  - If you are currently enrolled in a university, you will need to obtain a letter from your certification officer serves as proof that you are on track to meet qualifications for New York State teacher certification by September 1, 2022.

Note on New York State Teacher Certification

The New York City Department of Education does not issue teacher certifications. The number one reason applications are stalled is due to missing or incomplete certification proof. For more information on how you may seek certification, please review the New York State Education Department’s certification overview; email them at OTI Contact Form or tcert@nysed.gov; Webpage: Topics A-Z.

We frequently receive inquiries from aspiring teachers like you about certifications. If you are still enrolled in a university, please be sure to contact the certification officer.

Related Online Support Center Articles

What is the NYC Online Teacher Application

I am already NY State certified to teach at the pre-k/3-k level. What are my next steps for applying?
**CREATING AN ACCOUNT**

If you are new to the NYC Online Teacher Application, the first step in completing the NYC Online Teacher Application is to create an account by clicking on “New User”.

You will then be asked for your **email address**, a **safe password**, and your **social security number** to create and complete a profile. **(NOTE: Make sure your social security is accurate. After your profile is complete, it is extremely hard to change the social security number.)**

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**Note the following:**

- Your email address will be your username. Please note that all communications and status updates are conducted via email and it will be sent to the email address associated with your profile. If you are currently a student, **we recommend that you do NOT use the email address associated with your university, school, or workplace** unless you will have access to it for at least a year from the date you submit your application.

- Be sure that your email account is configured to accept emails from the New York City Department of Education (allow domains [@schools.nyc.gov](http://schools.nyc.gov) and [@nyc.teacherssupportnetwork.com](http://nyc.teacherssupportnetwork.com)), to ensure important messages do not end up in your spam or junk mail folder.

- Make sure that your social security number is correct as it will be used to confirm your certification process with New York State Education Department. If you use an incorrect social security number, it will delay the review and onboarding process if you are hired.
The NYC Online Teacher Application is a multi-step process. Applicants must complete their Common Profile before starting the NYC Online Teacher Application. This can be completed in one sitting or saved and completed later.

The Common Profile

Below are the steps to complete the profile section of the NYC Online Teacher Application. The information entered can be used to apply for a number of different career paths with the New York City Department of Education (NYCDOE) including “Teacher” positions. In the profile section, you will be asked to provide:

Account Information and Work Eligibility: This step asks for basic contact information and a few questions regarding work eligibility. To be eligible to work for the New York City Department of Education, you must meet citizenship and/or residency requirements. You must complete all parts of the eligibility question. If you answered “Yes” to the work authorization status, you must also indicate your specific work authorization status. NOTE: If you do not disclose your work authorization status, your application will not move forward. Please note that if offered a position with the New York City Department of Education, you will need to provide documentation verifying your identity and employment authorization as part of the hiring process.

Education: Teacher applicants must enter their education history for both high school and postsecondary education. Applicants holding advanced or multiple degrees must first enter undergraduate degree information before entering any additional advanced degrees.

Experience and References: The work experience information entered in this section can be used to help inform the starting salary of teacher candidates after they are hired. For this reason, it is particularly important that you accurately input your professional experience.

Additional Information: We highly suggest you to follow this guideline for your resume. Attachments cannot exceed 1 MB in size. We encourage you to upload your resume as a PDF to preserve your formatting. As you progress through the NYC Online Teacher Application, you can customize your resume when you complete your profile and apply for specific positions.

Disclaimer and Release Statement: Read through the Disclaimer and Release statement to acknowledge submission of information into the application system. Once you have submitted your profile, you will then be taken to your portal page to start the “Teacher” application under the “Start New Applications” header.
THINGS TO LOOK FOR IN THE PROFILE

The following items are important to note when filling out the profile.

- You can see the progress you are making on each step of the profile
- Anything with an asterisk (*) is important to fill out and cannot be left blank. You will get an error message if it is not fill out accurately.
- You can click on the “?” icon for more information on the required information.

Please Note:

If you are interested in a role other than a full-time teacher position in a New York City public school (e.g., Guidance Counselor, School Psychologist, Attendance Teacher, Speech Pathologist, etc.), please make sure you select the appropriate choice in the ‘Start New Application’ drop-down menu when completing your profile.
STARTING YOUR NYC ONLINE TEACHER APPLICATION

Once you have completed your profile information, you will be able to see your candidate portal. You will need to go to the third box “Start New Application” and scroll down to the “Teacher” application, then press go. NOTE That this “Teacher” application is for full-time teaching positions only.

STEP 2: NYC Online Teacher Application

After logging in to their portal, teacher applicants who have completed their profile can access the “Start New Application” section and select the “Teacher” application.

The NYC Online Teacher Application is broken down into the following steps:

JOB SEARCH PROFILE PREFERENCES- PAGE 1

In the job search profile of the NYC Online Teacher Application, there are two questions that allow you to specify the geographic locations where you would be most interested in finding a job. As you might know, the NYC DOE is the largest school district in the country, operating over 1,800 schools in the five boroughs. Therefore, understanding your preferences in terms of where you would like to work, is important for our staff. The first question looks at your top three borough preferences. If you are only willing to accept a position in one or two boroughs, please mark those one or two boroughs in the first and second preference sections, and please mark “no preference” for the third borough option. You can revisit this section of the application as often as you would like; if your circumstances change throughout the hiring season, you can adjust your preferences you have shared previously.

The second preference question enables you to select specific regions where you are interested in pursuing a position within the borough preference. This question enables you to select segments of a borough if you do not want to indicate interest in the entire borough.
EXPERIENCE AND CERTIFICATION

Applicants will have the opportunity to share what motivated them to seek a teaching career with the NYC Department of Education, edit/add their resume, and upload supporting documents regarding their certification status.

Certification – To secure a position with any NYC Department of Education public school, applicants must hold a valid New York State teacher certification or provide proof that they are on track to be certified by September 1, 2022. In this step, we ask you to upload supporting documents based on your current NYS (New York State) teaching certification status. See below for documents you may need to upload based on your certification status:

<table>
<thead>
<tr>
<th>TEACHER CERTIFICATION TYPE</th>
<th>DOCUMENTS REQUIRED</th>
</tr>
</thead>
<tbody>
<tr>
<td>You hold a New York State Teacher Certificate</td>
<td>An electronic copy of your current (unexpired) teacher certificate OR A screenshot of your TEACH account that shows your current (active) New York State certification</td>
</tr>
<tr>
<td>You are completing a New York State approved teacher preparation program and will receive teacher certification by September 2022</td>
<td>NYS (New York State): <a href="#">Proof of On Track NYS Certificate Letter</a> completed by your college or university (be sure to include all components of the sample letter)</td>
</tr>
<tr>
<td>You hold a teaching certificate from another U.S. State or Territory</td>
<td>An electronic copy of your current (unexpired) teacher certification</td>
</tr>
<tr>
<td>You are completing a comparable, approved teacher preparation program in another U.S. State or Territory and will receive New York State teacher certification by September 2022</td>
<td>Out-of-State: <a href="#">Proof of On Track Certificate Letter</a> completed by your college or university (be sure to include all components of the sample letter)</td>
</tr>
</tbody>
</table>

For samples and screenshots of these documents, please reference this Online Support Center article.

Some applicants may be eligible to obtain certification to teach Career and Technical Education (CTE) subjects as full-time NYC DOE teachers based on previous professional experience. If you have at least one year paid, full-time, professional experience in one or more CTE subjects/industries in which a desired CTE position is sought, please fill out the “Additional Expertise” section.
RESUME

Applicants have the option to upload a teaching-specific resume and they may do so in this step. We highly suggest that you follow this guideline for your resume. See the next section of this guide for more information about the Essay portion of the application.

Sample Resume

Here is a suggested Resume template to follow:

First Name Last Name
Street Address • City, State, Zip
Phone Number • Email

EDUCATION AND CERTIFICATION

Master of Science in Education, Name of your graduate program, New York City, New York (January 2020- December 2022)
- Pursuing a New York State Teaching Certification in
- Currently certified to teach under the COVID-19 Emergency Teaching Certificate

Bachelor of Arts, Your undergraduate university, City, state (Month of graduation, year of graduation)
- Your Major
- Pursued a New York State Teaching Certification in
- Where you conducted your student teaching "highlight if it was in the NYC DOE
- University Work Experience:

PROFESSIONAL EXPERIENCE

Student Teaching, New York City Department of Education, New York, NY (January 2015-present)
- Completed student teaching at insert name of school where you student taught here
- Took an responsibility in a Teacher's classroom for the instruction of students
- Successfully made the transition from in-person instruction to remote instruction on the NYC DOE's platforms and conducted remote instruction with the support of my mentor teacher
- Mastered the following online platforms for providing remote instruction: insert names of online platforms here
- Recommendations can be requested from my
  - Cooperating Teacher, insert name here, Email address here
  - Cooperating School Leader, Assistant Principal/Other supervisor, insert name here, Email address here

Insert other professional experiences here, prioritizing those that relate to students and schools

VOLUNTEER SERVICE, SKILLS & INTERESTS

Insert other professional experiences here, prioritizing those that relate to students and schools

Tips for Effective Resume Composition

- Give a snapshot of your specific skills and certification areas instead of writing a general statement.
- Use strong verbs in succinct bullet points that shine a light on your positive attributes and accomplishments.
- Limit the bullet points under each position on your resume to 2-3. Focus on key achievements rather than a list of duties.
- Provide simple, but consistent formatting that does not distract from content.

Related Online Support Center Articles

What should I have on my resume?

PREVIEW

This is the step where applicants can review all information they have entered before selecting “Complete” to submit the application. Please make sure to review each section completely. Once submitted, applicants can no longer edit their essay response, but they can update other areas of their NYC Online Teacher Application.
This is your candidate portal and the place where you can find relevant information regarding your application status. On this page, you can also see messages our office has sent you and other useful information.

This section tells you the most up-to-date status of your application, and any relevant next steps.

Here you can access the emails sent to you related to your application.

For candidates accepted into the New Teacher Finder: This section will display any events the Office of Teacher Recruitment and Quality invited you to, including webinars. You can register for or decline any invitation. If you register for any event, it will be displayed in the “Scheduled Events” section.

Related Online Support Center Articles

I already completed the NYC Online Teacher Application. How can I update or revise it?
FREQUENTLY ASKED QUESTIONS (FAQ)

Q: Can I choose to submit a paper application?
A: No. The NYC Online Teacher application is only online.

Q: Are there any additional steps that I need to take besides applying online?
A: We review all applications for the following areas: Work Authorization, Certification, Resume. Please be sure to check your email so you can be notified about any required next steps.

Q: How long does it take for notification regarding the review of my application?
A: The initial review will depend on the particulars of each application. If we need further information from you, we will notify you with further instructions. Note that due to budget constraints, we will only notify candidates that meet the needs of schools.

Q: I am having trouble attaching my resume and I tried several times. What can I do?
A: You will need to delete the current copy you have on your profile and application. Under "Actions" you will see the delete button (see below), to delete the current copy you have on file. It will ask you if you want to delete the current resume you have, then click on "Yes".

2. You will then have the opportunity to "ADD" the new resume.

3. You will be able to add your resume. Make sure that your resume is formatted and is in PDF format. If you continue to have problems, please use the contact us option.

Q: Can I upload additional resumes?
A: Yes, you can upload two resumes to your NYC Online Teacher Application. You can do so in the Profile page, as well as on the NYC Online Teacher Application.

Q: Do I need to add a lesson plan? If so, what type of lesson plans do you recommend?
A: You will have the option to add a lesson plan to your application after your application has been added to our New Teacher Finder candidate network. If you do choose to include one, please select a plan that you have originally designed.
Q: When can I apply to the NYC Online Teacher application?
A: You should apply early in the season because it will allow our team to screen your application early and for us to consider you for any hiring supports and events that may be available to candidates in your certification area. In addition, if there are any documents missing or follow-up needed you will have sufficient time to provide our team with the information required.
INTRODUCING OUR ONLINE SUPPORT CENTER: AVAILABLE 24 HOURS/DAY 7 DAYS A WEEK!

Our Online Support Center is open 24 hours a day, 7 days a week! You may search our Online Support Center for the answers to your questions at any time! If you still do not see the answer you are looking for, you may also submit a contact form and we will answer your inquiry during normal business hours.

Here are three quick tips to find the answers to your questions through the Online Support Center. First, type in key search terms to automatically populate available articles on your topic:

Second, you may browse available articles by section:

Third, once you have selected an article, be sure to look at Articles in this section on the left-hand side of your browser and Related articles on the bottom of the page based on your inquiry. If you still cannot find your answer, please submit a contact form.

If you do decide to write to us through the contact us link, note that our response time is typically 24-48 hours, however, during peak recruitment season (April through August) our response time may be longer. We look forward to hearing from you!