TEACHER APPLICATION GUIDE
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WELCOME TO THE 2023 ONLINE TEACHER APPLICATION GUIDE!

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 (NYC DOE). We strongly suggest that you review this guide prior to beginning your application.

Please Note: If you are a current teacher at the NYC DOE, please do not complete this NYC Online Teacher Application. If you are interested in transferring to another NYC DOE school, you will need to apply through the Open Market Hiring System (Open Market) when it opens in mid-April. Call HR Connect at 718-935-4000 with questions about Open Market.

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

- Professional background, including dates of employment
- Academic history (including your GPA)
- Professional references
- Up-to-date resume and past work experience
- Teacher certification status - you will need to provide proof of New York State teacher certification or documentation that shows your progress toward certification

Please note that we frequently receive inquiries from aspiring teachers regarding certification. The NYC DOE does not issue teacher certifications; teacher certification is awarded by the New York State Education Department (NYSED).

The most common reason applicants experience delays submitting their application and beginning their job search is due to missing or incomplete proof of certification. For more information on how you may obtain New York State certification, please review NYSED’s certification overview or contact NYSED at tcert@nysed.gov or through the OTI Contact Form. If you are still enrolled in a university, please also be sure to contact your school’s certification officer for guidance.

### ADDITIONAL RESOURCES

- 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

The first step toward completing the NYC Online Teacher Application is to create an account by visiting the [application website](#) and clicking on New User.

You will be asked for your email address, a safe password, and your social security number to create and complete a profile.

It is important to make sure your social security number is entered accurately. After your profile is complete, it is extremely hard to change the social security number. As your social security number is used to confirm your certification with NYSED, an incorrect social security number can delay your job search and onboarding process.
Please 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 of your application submission.
- Be sure that your email account is configured to accept emails from the NYC DOE (allow domains @schools.nyc.gov and @nyc.teacherssupportnetwork.com) to ensure important messages do not end up in your spam or junk mail folder.

**TIPS AND NOTES**

The following items are important to note when filling out the profile and application:

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

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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 see [here](#) for more information about the appropriate application pathway.
COMPLETING THE COMMON PROFILE

The NYC Online Teacher Application is a multi-step process. After creating an account, 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 required to complete the Common Profile. The information entered can be used to apply for several different career paths with the NYC DOE.

1. 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 NYC DOE 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. Please note that if you do not disclose your work authorization status, your application will not move forward.

If offered a position with the NYC DOE, you will need to provide documentation verifying your identity and employment authorization as part of the hiring process. See here for more information about that documentation.

2. 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.

3. 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 especially important that you accurately input your professional experience.

- Resume – you will need to upload a resume for the profile. Here are some tips for compiling your resume. Note that 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 apply for specific positions. 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 apply for specific positions.

- Paid Experience, Student Teaching, and Volunteer Experience – enter information about all paid experience, any student teaching experience and/or Volunteer Experience. This information should match your resume.

- References – you need to enter at least 1 reference. References can be professional and/or personal.
4. ADDITIONAL INFORMATION

Applicants will need to enter demographic information as well as their borough preferences. There will be opportunities later in the application where additional borough preferences can be shared.

5. 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.

STARTING YOUR NYC ONLINE TEACHER APPLICATION

Once you have completed the Common Profile, you will be able to see your candidate portal. This section outlines the next steps in the NYC Online Teacher Application process.

NYC Online Teacher Application

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

The NYC Online Teacher Application includes the following sections:

1. JOB SEARCH PROFILE

In the Job Search Profile section of the NYC Online Teacher Application, there are a few questions that allow you to specify your job preferences. The NYC DOE is the largest school district in the country, operating over 1,800 schools across the five boroughs, and understanding your preferences can help you narrow down your job search and set you up for success.

**Grade Level Preference**: Please select at least one, and up to three, grade level preference(s). Note that you should not express preference for grade levels that do not match your certification(s).
**Geographic Preference:** Next, enter your top three borough preferences. If you are only willing to accept a position in one or two boroughs, please select those one or two boroughs in the first and second preference sections and select “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 earlier preferences.

**District 75 Preference:** This is an opportunity for candidates in eligible certification areas to express interest in teaching in District 75, a non-geographic district providing quality and rigorous individualized educational programs to students with significant challenges.

**Early Childhood Preference:** Respond to these questions based on your interest and eligibility in teaching in New York City Early Education Centers (NYCEECs) as part of the 3-K For All and Pre-K For All initiatives.

When completing the Job Search Profile section, note there are also questions about your interest in Teachers of Tomorrow, NYC Men Teach, and charter schools, as well as your communication preferences.

**2. EXPERIENCE AND CERTIFICATION**

In the Experience and Certification section of the NYC Online Teacher Application, you can share information about your certification and extensions, upload supporting documents regarding your certification status, and express interest in Career and Technical Education.

**Certification:** To secure a position with any NYC DOE school, applicants must hold a valid New York State (NYS) teacher certification or provide proof that they are on track to be certified by September 1, 2023. In this step, we ask you to provide information about each certification and extension that you hold, and to upload supporting documents based on your current NYS teaching certification status.

For each certification and extension that you hold, you will be asked to provide the following information:

- Current certification status
- State providing certification
- Certification type
- Certification subject area
- Bilingual extension and language, if applicable
- Grade level
- Issue date/expected issue date
- Expiration date
- Country
- Last name on certification, if different than name on application
- Educational pathway followed to obtain certification
- National Board for Professional Teaching Standards certification status

**Supporting Documentation:** You will be asked to upload supporting documentation for your certification. See below for documents you can upload based on your certification status, and see [here](#) for additional guidance.

<table>
<thead>
<tr>
<th>TEACHER CERTIFICATION TYPE</th>
<th>SUPPORTING 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 2023</td>
<td>A <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 2023</td>
<td>A <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>

**Additional Experience:** Some applicants may be eligible to obtain certification to teach [Career and Technical Education (CTE)](#) 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, this section can be completed as well.
3. Resume

In the Resume section of the NYC Online Teacher Application, applicants have the option to upload a teaching-specific resume, and to share a personal statement.

**Resume:** While a generic resume was uploaded as part of the Common Profile, this is an opportunity to upload a resume that specifically focuses on your qualifications for a teaching position.

Here are some tips to support effective resume composition:

- This [article](#) reviews what to include in your resume
- Here is a [sample resume](#)
- Think about the components below when compiling your resume:

<table>
<thead>
<tr>
<th>AUDIENCE</th>
<th>QUALIFICATIONS</th>
<th>EXAMPLES</th>
<th>REVIEW</th>
<th>FORMAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consider what the hiring manager is looking for from an ideal candidate.</td>
<td>List your areas of certification and relevant experience.</td>
<td>Use action verbs and specific examples to highlight your skills and accomplishments.</td>
<td>Keep your resume clear and concise. Check for grammatical and spelling errors.</td>
<td>Apply consistent formatting and save your resume as a PDF.</td>
</tr>
</tbody>
</table>

**Personal Statement:** This is an opportunity to provide principals with additional information about your motivations, strengths, and experiences. You may want to draft your personal statement in a word processing platform and then copy it into the NYC Online Teacher Application.
4. PREVIEW

Congratulations, you’ve reached the final stage of the NYC Online Teacher Application! Use this stage to review all the information you have entered before selecting Complete to submit the application. Please make sure to review each section completely. Note that you can revisit and update the NYC Online Teacher Application as needed.

Once your application has been submitted, you will be able to access the Candidate Portal in the teacher application system. The Candidate Portal is the place where you can find relevant information regarding your application status, as well as 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.
FREQUENTLY ASKED QUESTIONS (FAQ)

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

Q: Are there any additional steps that I need to take besides applying online?
A: Once you’ve submitted your application, the Office of Teacher Recruitment & Quality will review your application. Please be sure to check your email for notifications about any required next steps, including missing documentation.

Q: What happens after I submit my application?
A: After the Office of Teacher Recruitment & Quality reviews your application, all candidates who meet the certification requirements will be entered into the New Teacher Finder, which is the candidate network for the job search process. You will be notified via email once you have access to the New Teacher Finder and can begin your job search process.

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.

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. Select "Yes" when asked if you want to delete the current resume.

Then, select "ADD" to add your new resume. Make sure your resume is saved as a PDF to ensure the formatting remains consistent. If you continue to have problems, please contact us directly.

Q: Can I upload additional resumes?
A: Yes, you can upload two resumes to your NYC Online Teacher Application. One resume is uploaded as part of your Common Profile, and a different application can be uploaded as part of 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 complete the NYC Online Teacher application?
A: The application for the 2023-2024 school year opens in December 2022. Applying early in the hiring season will allow you to increase your job prospects by giving you more opportunities to participate in our office’s job search supports. Additionally, applying early will ensure that you have sufficient time to provide additional documentation if requested by our office.
INTRODUCING OUR ONLINE SUPPORT CENTER, AVAILABLE 24/7!

Our [Online Support Center](#) is open 24 hours a day, 7 days a week with hundreds of articles to support your application submission process! You may search our Online Support Center for the answers to your questions at any time. If you cannot find an answer to your question, you may also submit your question via our [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.

1. Type in **key search terms** to automatically populate available articles on your topic:

![Search Bar](image)

2. Browse available articles by **section**:

![Articles Section](image)

3. 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 do decide to write to us through the [contact form](#), 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!