

THE CAREER AND TECHNICAL EDUCATION CANDIDATE HANDBOOK

The NYC Department of Education
Office of Teacher Recruitment
Office of Postsecondary Readiness

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SECTION A. INTRODUCTION

Managing the largest Career and Technical Education portfolio of any city in the world, the New York City Department of Education (NYC DOE) supports over 200 programs, which trains approximately 60,000 students per year. Career and Technical Education (CTE) provides students with rigorous and relevant instruction to prepare them with the academic, technical and employability skills needed to succeed in college and in careers. Previously, CTE was known as vocational, occupational, or practical arts education, but today, career and technical education is the standard name.

In NYC, it is an exciting time to [teach CTE](#), as we are enhancing our programs at about 150 schools across the city, at comprehensive middle- and high-schools and dedicated CTE schools. With this aim, we invite career changers to use their deep industry knowledge to inspire students and cultivate the skills they need for a rewarding career.

For additional information regarding CTE programs in NYC please visit www.cte.nyc.

SECTION B. NYC CTE INDUSTRIES

The NYC's CTE portfolio includes programs in the following industries (currently, there are no programs in clusters listed in italics):

1. Agriculture, Food & Natural Resources
2. Architecture & Construction
3. Arts, A/V Technology & Communications
4. Business Management & Administration
5. Education & Training
6. Finance
7. *Government & Public Administration*
8. Health Science
9. Hospitality & Tourism
10. *Human Services*
11. Information Technology
12. Law, Public Safety, Corrections & Security
13. Manufacturing
14. Marketing
15. Science, Technology, Engineering & Mathematics
16. Transportation, Distribution & Logistics

NOTE: All CTE Business Management and Administration classes must be instructed by teachers who hold one of the two following certifications. Until there are further flexibilities by the NY State Department of Education these are the only options to become a Business teacher in NY State.

- *Business and Marketing Classroom Title (Pk-12)*—This is a classroom title that can be achieved by completing a university teacher preparation program and receiving a passing score on [Business and Marketing CST \(069\)](#) teacher certification exam.
- *Business CTE Title (7-12)*—This is a Career and Technical Education (CTE) title that requires candidates to have at least one year of management, marketing, accounting/finance, or other operations relevant to business or sustaining the delivery of goods or services. Experience may

also include engaging in entrepreneurship (e.g., identifying, developing and executing business opportunities for profit or non-profit entities) or working for an organization directly responsible for identifying entrepreneurial opportunities. (i.e. proof of tax returns. See page 14).

B1. NEW YORK STATE WORK EXPERIENCE REQUIREMENTS BY CTE TITLE

To become a CTE teacher in NY State, it is important that candidates review their resume and compare the way they describe their work experience with the state’s CTE title descriptions, for the title they hope to obtain. Visit the [NYSED website](#) to review CTE title descriptions.

New CTE titles are released from NY State regularly. The CTE titles represented on the NYSED website may not be inclusive of all titles. We encourage you to view the [NYSED Search Certification](#) to review complete details on CTE titles and their pathway options in pursuing the Trans-A Certificate.

SECTION C. BECOMING A CTE TEACHER

The path to becoming a CTE teacher is to pursue a Transitional-A certificate (Trans-A). The Trans-A is valid for 3 years and will allow the certificate holder to teach in a NYC public school while working towards the requirements of an Initial certification, which is valid for an additional 5 years.

There are different courses of action for individuals seeking a Trans-A based on their professional background. Current certified NYC DOE teachers should refer to the left column in the table below; individuals who have never received a teaching certification should refer to the right column in the table below. For more information on the NY State CTE certification process visit the [NY State’s CTE FAQ webpage](#).

NOTE: This guide does not guarantee certification for all candidates. CTE titles vary in their requirements; NY State must consider each applicant’s prior work and educational history before conferring a Trans-A.



SCENARIO A:

If you are a certified classroom teacher employed by a NYC DOE school and you are interested in becoming a certified CTE teacher.

Press “CTRL” and click to [read](#) more about this scenario.



SCENARIO B:

If you are not a certified classroom teacher (including current substitutes, paraprofessionals, and teaching assistants) and are interested in becoming a CTE teacher.

Press “CTRL” and click to [read](#) more about this scenario.

SCENARIO A:

If you are a certified classroom teacher employed by a NYC DOE school and you are interested in becoming a certified CTE teacher:

NOTE: Current DOE teachers interested in becoming certified CTE teachers must be willing to change their license/reappointment in order to apply for a CTE certification. Before taking the steps listed below, please ensure you are willing to undergo this change.

Step 1: Obtain a [Verification of Occupational Work Experience: Career and Technical Education \(CTE\) Form](#) available on the NYSED website and ensure the correct CTE description is incorporated in the letter.

[Click here](#) for additional information on NYSED’s CTE work experience policy. Note that the form does not need to detail your work ethic and/or character. This is not a letter of recommendation.

- The form is intended to verify:
- The title(s) you held;
- Your former responsibilities; and
- The duration (ex: Jun 2001-July 2017) during which you were employed at the location.

The form must be emailed to NYSED from the employer(s) at otixpverif@nysed.gov with the subject like “ATTN: CTE” from the employer’s work email with the candidate carbon copied. Ensure you are carbon copied on the email to obtain proof of submission and be able to provide a copy of the email in the case that your Trans-A is not issued.

Step 2: Obtain a license change request form from your Principal with the name of the CTE certification title and effective license date.

Step 3: After completing Steps 1-2, ask your hiring Principal (likely your current Principal) to ask your school’s Human Resources Director to request eligibility of an in-person appointment with the NYC DOE Certification Unit for you at certappt@schools.nyc.gov.

If you are applying under Option I, ensure you have the full-time teaching commitment for the years of employment required for the Trans-A in a NY Public School. The Human Resource Director must submit a school district recommendation (SDR) online through your [TEACH](#) account that describes the subject area and terms of your employment.

By the time of your scheduled appointment with the NYC DOE Certification Unit [complete the Trans-A application process by returning to your TEACH profile and submitting the payment.](#)

Be sure you are selecting the correct CTE Title before you pay the fee!

Your principal can confirm the correct title you should apply for based on the license change request form. When prompted, choose the pathway that best applies to you. *(For most certified educators, we recommend Option I.)*

Bring the following documents to your appointment:

- Copy of the Verification of Occupational Work Experience Form submitted by your previous employer (see Step 1);
- License change request form from your Principal (see Step 2);
- Official and sealed transcript(s) (if applicable to the Trans-A option you are applying for);
- Certificates of completion from NYS-mandated workshops, such as DASA, School Violence Prevention, and Child Abuse Identification,
- Evidence of industry credentials (if applicable to the Trans-A option you applied for); and
- Verification of passing CQST on TEACH profile.

Note: A School District Recommendation (SDR) will not be entered if the current DOE teacher is not willing to change their license/reappointment. Even if the evaluation on TEACH only indicates the (SDR) as the only deficiency, you are required to provide the Certification Unit with all documentation listed above. No exceptions.

Step 4: Both you and the assigned HRD will be notified of the appointment date and must review and submit the check-list and license change request form.

Step 5: The assigned Human Resources Director will be notified via email within 24-48 hours of your scheduled appointment eligibility of hire.*

**Note that not everyone will be deemed eligible.*

SCENARIO B:

If you are not a certified classroom teacher (including current substitutes, paraprofessionals, and teaching assistants), and are interested in becoming a CTE teacher:

Step 1: Review your resume. Compare the way you described your non-teaching industry experience with the State's [CTE Experience requirements](#) webpage.

Does your resume describe your professional experience in a way that aligns with that description? If not, **you must update your resume** so your work experience closely aligns with the descriptions you see [on the NY State website](#). You can do this by:

- Making sure that any experience you have in your industry area is clearly detailed.
- Highlighting years of experience or industry credentials you've earned in the past.
- Consider removing unrelated work experience.

Step 2: If you haven't already done so, create a Teacher Application for the NYC DOE by visiting [here](#) and clicking "Apply Now" in the top left corner.

This will allow Principals to find your application. You will also receive communication from the NYC DOE's Office of Teacher Recruitment about Hiring Events and other job search tips.

Again, the application can be found online at [teachnyc.net](#).

Step 3: Once you secure a job offer from a school, obtain a Nomination Form from your Principal.

The hiring manager must complete this process in Galaxy. This step must be complete in order to schedule the appointment with the Certification Unit.

Step 4: Set up and pay for an account on [TEACH](#), NY State's online database of teacher certification requirements ONLY after you receive a principal nomination and confirm the NYC title you will be teaching under.

[Click here](#) for step-by-step directions on how to complete this process. When prompted, choose the pathway that best fits your experience. **You should not submit payment until you receive a job offer and you and your hiring manager are clear about the next steps in the certification process. Ensure you apply for the specific CTE title your school confirms you will be teaching under.** By having the profile created, you will be able to send certificates of completion from the workshops (Step 6) to the State and have it on record that you've completed the workshop requirements.

**If you already have a TEACH account from a previous job, you do not need to create a new one. However, you must update it to reflect your most current work experience.*

Step 5: Obtain a [Verification of Occupational Work Experience: Career and Technical Education \(CTE\) Form](#) available on the NYSED website and ensure the correct CTE description is incorporated in the letter.

[Click here](#) for additional information on NYSED's CTE work experience policy. Note that the form does not need to detail your work ethic and/or character. This is not a letter of recommendation.

- The form is intended to verify;
- The title(s) you held;
- Your former responsibilities; and
- The duration (ex: Jun 2001-July 2017) during which you were employed at the location.

The form must be emailed to NYSED from the employer(s) at otexpverif@nysed.gov with the subject like "ATTN: CTE" from the employer's work email with the candidate carbon copied. Ensure you are carbon copied on the email to obtain proof of submission and be able to provide a copy of the email in the case that your Trans-A is not issued.

Step 6: Register for and complete* the NY State teacher certification workshops (requirement for all individuals seeking a teacher certification in NY State):**

- Child Abuse Identification & Reporting Workshop ([see all providers here](#)). ([Sample Form](#).)
- School Violence Intervention & Prevention Workshop ([see all providers here](#)). ([Sample Form](#).)
- Dignity for All Students Act ("DASA") Workshop ([see all providers here](#)). The DASA completion forms are submitted to NYSED by the provider. If your workshop does not appear on your TEACH account within 30 days of completion, contact the provider.

Once you receive your Certificates of Completion, mail your documentation to the NYS Education Department, Office of Teaching Initiatives, 89 Washington Ave., Albany, NY 12234. (Photocopies are acceptable. NY State will only accept official Certificates of Completion. It is your responsibility to ensure you receive the correct documentation. (See links above for sample forms.)

**If you've already taken one or more workshops for a previous job, you do not need to re-take them. However, you must be able to produce documentation that they were successfully completed.*

*** NYC DOE is an approved provider of all three workshops; please search for NYC DOE on the links provided above.*

Step 7: After completing Steps 1 – 6, ask your hiring Principal to ask your school's Human Resources Director to request eligibility of an in-person appointment with the NYC DOE Certification Unit for you at certappt@schools.nyc.gov.

You must apply and pay for your TEACH account by the time of your scheduled appointment with the NYC DOE Certification Unit. Be sure you are selecting the correct CTE Title before you pay the fee!

Your principal can confirm the correct title you should apply for based on the nomination letter. When prompted, choose the pathway that best applies to you.

Bring the following documents to your appointment:

- Official transcripts. Must be sealed, have the candidate's full first and last name, last 4 numbers of social security number and DOB on the envelope;
- Candidates who have had a change of name will need to present court order evidence;
- Nomination Form from Principal with the specific CTE program name and CTE certification title relevant to your role (Step 3);

- Evidence of completed and paid TEACH application to NYSED by the time of the Certification Unit Evaluation appointment (Step 4);
- Evidence of industry credentials, licenses, or industry-related exams (if applicable);
- Copy of Verification of Experience: Career and Technical Education (CTE) Form and proof of submittal (Step 5); and
- Certificates of completion from NY State-mandated workshops, such as DASA, School Violence Prevention, and Child Abuse Identification (Step 6).

Step 8: Both you and the assigned HRD will be notified of the appointment date and must review and submit the check-list and license change request form.

Step 9: The assigned Human Resources Director will be notified via email within 24-48 hours of your scheduled appointment eligibility of hire.*

**Note that not everyone will be deemed eligible.*

If you are a recent graduate from a CTE school or program and are interested in becoming a CTE teacher, you may apply to become a teacher candidate via the **Success Via Apprenticeship (SVA)** Program.

The **Success Via Apprenticeship Program** was established in 1984 as a collaborative project of the NYC Department of Education, the United Federation of Teachers (UFT), and the City University of New York to prepare highly motivated graduates of CTE high schools to become CTE teachers over a five year period.

Explore the SVA [website](#) and the [New York City College of Technology's Department of Career and Technical Teacher Education website](#) for more information about the programs. Teacher candidates are required to take specific courses at City Tech to fulfill NYS Teacher Certification requirements.

C1. CTE RESUME EXAMPLE

The following is an example of a resume that was revised to describe non-teaching industry experience in Computer Technology as it aligns to the State title as shown on the State's [CTE Experience requirements](#) webpage. This example is meant to help CTE candidates with revising their resume. Once candidates revise their resume, they must email it to CTEhiringsupport@schools.nyc.gov. Once the resume is received, we will reply with next steps.

NOTE: This resume is meant to provide an example of how a candidate must reflect industry experience to the State title in which the Trans-A certificate is sought and is not meant to be a template. Resumes will vary depending on the CTE title sought.

Example Resume
Bronx, NY, 10470
(111) 222-3333
emailaddress@email.com

EDUCATION

Bachelor of Science, College

Major: Computer Information Systems, *Minor:* Networking

September 2001 – May 2005
College Town, State

TECHNICAL CERTIFICATIONS

Cisco Certified Network Associate

Date Earned

Microsoft Certified Systems Professional

Date Earned

RELATED EXPERIENCE:

Company #1 Name

IT Operations Team Lead/System Administrator

January 2013 – Present
New York, NY

- Maintain, analyze, troubleshoots, and repair computers, peripherals, and printers.
- Installs upgrades and troubleshoots all Windows Operating Systems, Mac Operating Systems, and corporate-approved Windows and MAC compatible applications.
- Monitor help desk system queues for unassigned request/tickets and escalate when necessary.
- Configure Cisco Phone Accounts, Voicemail and Jabber.
- Capture images and deployed new equipment and devices in accordance to Company's SOPs.
- Provide supervision and performance management of Junior Technical team members.

Company #2 Name

System Technician/Admin

October 2007 to December 2012
White Plains, NY

- Responsible for building new servers and deploying, upgrading, retiring or expanding existing servers in a large, complex environment.
- Configured and installed Cisco routers and Cabletron smart-stack switches, routers, and hubs.
- Provided remote and onsite support for servers running Exchange 2000, IIS, DHCP, and print services.
- Managed several technical accounts; responsibility included the maintenance, backup, and upkeep of entire technology infrastructure (Servers, PCs, Printers, Software, and Network).

Company #3 Name

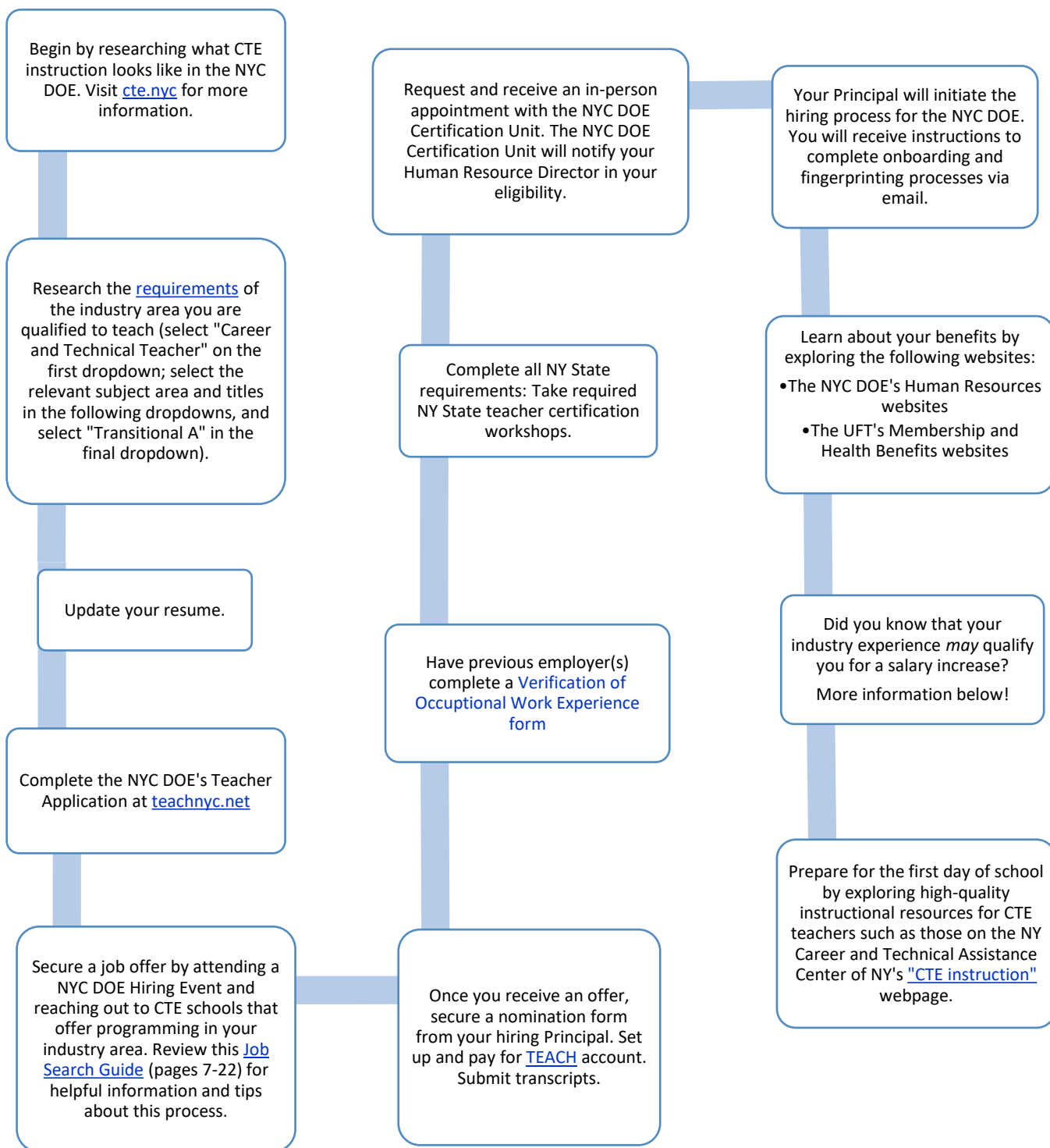
Technology Coordinator

June 2005 – October 2007
New Rochelle, NY

- Tested functional integrity of returned equipment, which included testing PBCs, Basic Operating
- Sent malfunction equipment for repair and maintained and tracked records; received repaired equipment, checked operations and returned to inventory
- Administered a four server 250 nodes Novell 3.x LAN. Include installation and configuration of servers and workstations.
- Monitored network activity using various Network management utilities.

C2. THE CTE HIRING PROCESS

Below is a visual representation of the steps a CTE candidate must take for the hiring process from application to preparing for the first day of school. Questions about this process may be emailed to CTEhiringsupport@schools.nyc.gov. Once a candidate is offered a position at a DOE school, questions should be directed to the Human Resource Director or Principal.



C3. APPLYING FOR A SALARY INCREASE

New NYC DOE employees may be eligible for a salary increase based on prior educational and/or work experience. Once a candidate receives a job offer from a school, they will need to apply for a salary increase in one of the two following ways:

1. Salary Steps honor previous paid, full-time teaching experience and/or related non-teaching experience. *Related non-teaching experience may include the industry experience you obtained prior to becoming a CTE teacher.*
2. Salary Differential eligibility extends to teachers who exceed the minimum educational level required for their position.

For additional information on salary credit for Prior Related Non-Teaching Experience, visit [the NYC DOE website](#) and speak to your Human Resource Director or Principal for next steps. *If you believe you qualify to receive these increases based on your work or educational background, be proactive about applying for them as they are not applied automatically.*

SECTION D. APPLYING FOR A CTE TEACHING CERTIFICATION

D1. STEPS TO APPLYING FOR A TRANS-A CERTIFICATE WITH NYSED

As of 2017, there are 8 options under which CTE teacher candidates could apply for a Trans-A Certificate (see Figure 1). Please review the following table and identify the option that best fits your background. Every option has different requirements CTE teacher candidates must fulfill to be eligible for each option.

NOTE: As of November 2018, the NYSED has not announced a list of recognized industry credentials valid to apply for a Trans-A. Until then, Trans-A options in the table below that require an industry credential cannot be used.

TRANSITIONAL-A PATHWAY OPTIONS AT A GLANCE—Effective as of September 2019

Trans-A Option	Education Level	Work Experience	Teaching Experience	Industry Credential/ (Existing Teacher Certification)	Industry Level Assessment	Enrolled in an Approved CTE Teacher Prep Program	Workshops & Fingerprinting	District Commitment
Option A	Associate's degree or higher in the career and technical field in which the certificate is sought	A minimum of 2 yrs	n/a	n/a	n/a	n/a	<p>ALL OPTIONS must complete a minimum of 2 hrs of each workshop:</p> <ul style="list-style-type: none"> • Identification and reporting suspected child abuse or maltreatment • School violence prevention and intervention <p>ALL OPTIONS must complete a minimum of 6 hrs, of which 3 hrs must be face-to-face, of the following trainings:</p> <ul style="list-style-type: none"> • Harassment, Bullying, and Discrimination Prevention and Intervention. 	<p>ALL OPTIONS require:</p> <ul style="list-style-type: none"> • District commitment for 3 yrs of employment; • First yr of mentoring • First 20 days daily supervision. <p><i>(unless 2yrs of satisfactory teaching grades 7-12)</i></p>
Option B	High School Diploma or equivalent	A minimum of 4 yrs	n/a	n/a	Pass NYSED Communication and Quantitative Skills Test (COST) ***	n/a		
Option C	Associate's degree or higher in the career and technical field in which the certificate is sought	n/a	A minimum of 2 yrs teaching at postsecondary level	n/a	n/a	n/a		
Option D	n/a	n/a	A minimum of 2 yrs teaching in NYS Licensed private career school in content area	NY State full private career school teacher license (BPSS)	n/a	n/a		
Option G*	n/a	A minimum of 2 yrs	n/a	Hold an industry credential where available OR see next column	Pass industry accepted exam approved by NYSED	n/a		
Option H**	Enrolled in an Approved CTE Program	A minimum of 1 yr or pass industry exam	n/a		Pass industry accepted exam or a minimum of 1 yr work experience	Enrolled in CTE Teacher Prep Program		
Option I*	n/a	A minimum of 2yrs or industry credential	Holds Valid NY State Grades 7-12 Classroom Teaching Certificate (in another certificate area other than CTE)	Hold an industry credential or work experience	n/a	n/a		
Option J*	Bachelor's Degree or Higher (in CTE field in which the certificate is sought)	At least 1 yr or industry credential	n/a		n/a	n/a		

*As of April 2019, the NYSED has not released a list of acceptable industry exams, making the industry exams ineligible to apply for a Transitional-A Certificate until further notice.

**For Option H, current students enrolled in an approved CTE teacher prep program, may be able to take and submit a [National Occupational Competency Testing Institute \(NOCTI\)](#) exam in which the certificate is sought.

***The NYSED [Communication and Quantitative Skills Test \(COST\)](#) must be successfully completed and passed prior to meeting with the NYCDOE certification office (Step 7).

D2. TRANS-A REQUIREMENTS FOR ALL NYS TEACHER APPLICANTS

In addition to the requirements listed above, there are specific requirements all teacher candidates need to fulfill to become certified teachers in NY State.

- a) *Workshops*—Official Certificates of Completion for each workshop listed below must be submitted to NYSED. Documents may be faxed to (518) 473-0271, emailed to tcert@nysed.gov with the subject line, “Workshops” or mailed to the NYSED, Office of Teaching, 89 Washington Ave., Albany, NY 12234. (Photocopies are acceptable). NYC DOE is an approved provider of all three workshops, please search for NYC DOE on the links provided below. If you have already taken one or more of the workshops listed below, you do not need to re-take them. However, you must be able to produce documentation that they were successfully completed.
- *Child Abuse Identification & Reporting Workshop*
2 clock hours of coursework or training is required by Sections 3003(4) and 3004 of the Education Law. This training is available only from a provider approved by the NYSED. A list of service providers is available on the [Child Abuse Identification and Reporting Providers](#) webpage. Contact the provider for workshop registration dates and times. Fees vary by provider.
 - Upon completion of the workshop, the provider will give you a Certification of Completion, which you must be send to NYSED. (Photocopies are acceptable).
 - *School Violence Prevention and Intervention Workshop*
2 clock hours of coursework or training is required by section 3004 of the Education Law. Training in school violence prevention and intervention is available from a list of approved service providers available on the [Approved Providers of Training](#) webpage. Contact the provider for workshop registration dates and times. Fees vary by provider.
 - Upon completion of the workshop, the provider will give you a Certification of Completion, which you must be send to NYSED. (Photocopies are acceptable).
 - *Dignity for All Students Act (DASA) Workshop*
6 clock hours of coursework or training in accordance with Article 2 Sections 10-18 of the Education Law. Training in Harassment, Bullying and Discrimination Prevention and Intervention is available only from a provider approved by the NYSED. A list of providers is available on the [DASA providers](#) web page. Contact the provider for workshop registration dates and times. Fees vary by provider.
 - The provider will electronically upload your workshop completion to TEACH within 21 days. No hardcopy workshop completion form will be required if your provider electronically uploads your completion information.
- b) *Educational Background Verification – Transcript*
- Whether your title requires a General Education Diploma, Associates, Bachelors, or advanced degree in the career or technical field in which you are applying, you will need to collect and mail official sealed transcripts to NYSED as evidence that you successfully

completed the relevant requirements. Additionally, official sealed transcripts are required by the NYC DOE Certification Unit at the time of your scheduled appointment.

- Transcripts must be sealed have the candidate's full first and last name, last 4 numbers of social security number and date of birth on the envelope of the official transcripts. Transcripts are held by NYSED for 3 years throughout the duration of the Trans-A.
- Candidates who have had a change of name will need to submit a copy of their marriage license, divorce decree or other court order recognizing the name change. Documents may faxed to (518) 473-0271 or emailed to tcert@nysed.gov with the subject line, "Name Change".
- Transcripts are held for 3 years, the duration of the Trans-A Certificate.

c) Fingerprinting Clearance

- All teacher candidates must be cleared by the NYSED through a *fingerprint-supported criminal history background check*. Detailed information and forms (including the form to submit NYC clearance information to NY State) can be found at the [Office of School Personnel Review and Accountability](#).
- Information about the NYC DOE's fingerprinting process is available [here](#).

D3. ADDITIONAL REQUIREMENTS FOR CTE TRANS-A APPLICANTS (REQUIREMENTS VARY BY TRANS-A OPTION)

d) School District Employment and Support Commitment Letter

- This letter should be submitted by the hiring school's Human Resource Director through TEACH and it should describe the terms of the applicant's employment. Terms of employment in Year 1 should include a mentored experience that will consist of daily supervision by an experienced teacher during the first 20 days of teaching (not required if the candidate has two years of satisfactory employment as a teacher of students in grades 7 through 12 in a public or nonpublic school or Boards of Cooperative Educational Services).

e) Occupational Work Experience

- Applicants must document professional work experience in the field for which certification is sought. Experience must be verified by the former industry employer(s) submission of the [Verification of Occupational Work Experience Form](#) via email to NYSED.
- For self-employed experience, the applicant must submit the [Verification of Occupational Work Experience Form](#) **AND** submit an IRS Schedule C for up to 4 years of claimed self-employment, depending on the application pathway/option, to tcert@nysed.gov with the subject line "Attn: CTE" or mailed to Office of Teaching Initiatives 89 Washington Avenue, Room 5N EB, Albany, New York, 12234 **OR** letters from 2 individuals associated with applicant's business. These letters should be from the applicant's accountant, attorney, or an officer of a supply company with which the applicant has done business. Letters from the applicant's customers, employees, or family members are not acceptable for this

requirement. In their letters, the appropriate individuals must attest to the nature of the business, the length of time of their association with the applicant, and that the work has been done in a satisfactory and competent manner. Please see the [Office of Teaching Initiatives webpage](#) to review the requirements related to the letters.

- For additional information on the occupational work experience requirement for your certificate go to [Occupational Work Experience](#).
- f) *If applicable: An [Industry Related Credential](#) or Passed an Industry Accepted CTE Exam*
 - The candidate shall either:
 - o Hold an industry related credential in the certificate area sought or in a closely related subject area, or
 - o Receive a passing score on an industry accepted CTE examination that demonstrates mastery in the CTE subject for which a certificate is sought or a closely related area as approved by the department through a request for qualifications process.

As of July 2019, NYSED announced a list of [recognized industry credentials](#) valid to apply for a Trans-A. They have not, however, provided industry accepted CTE examinations at this time. Please refer to the Trans-A options (see table on P. 13) for the Pathways that this effects.

- g) *If applicable: A Valid NYS Teacher License or Certification*
 - Public school employees: the candidate must hold a valid NYS Grade 7-12 academic [classroom teaching](#) certificate.
 - Private school employees: The candidate must hold a valid NYS Full Private Career School Teacher License issued by the NYS office of Bureau of Proprietary School Supervision (BPSS) in the CTE field in which the application is submitted.
- h) *If applicable: Paid Post-Secondary Teaching Experience*
 - At least 2 years of satisfactory teaching experience at the post-secondary level in the certificate area to be taught or in a closely related subject area. The candidate must be a professor, assistant professor, associate professor or adjunct professor. Experience as a teaching assistant or graduate assistant or in any capacity other than as a professor is not acceptable. Professors must teach at least one course for two semesters per year for two years. The chairperson of the department must verify that the experience was satisfactory.

D4. PREPARING FOR THE NYC DOE CERTIFICATION UNIT EVALUATION

Once you receive a job offer from a school the hiring school's Human Resources Director should make an appointment for you to meet with the NYC DOE Certification Unit. Before your scheduled appointment you must complete and submit payment for your TEACH application. *Be sure you are selecting the correct CTE Title before you pay the fee!*

The NYC DOE Certification Unit will provide you with a checklist along with your scheduled date and time of your appointment. Be sure to review the checklist and complete all steps required for

eligibility. In order to ensure your appointment with the NYC DOE Certification Unit is successful, you must bring hard copies of the following:

- Official transcripts. Must be sealed, have the candidate's full first and last name, last 4 numbers of social security number and DOB on the envelope;
- Candidates who have had a change of name will need to present court order evidence;
- Nomination Form from Principal with the specific CTE program name and CTE certification title relevant to your role;
- Evidence of industry credentials, licenses, or industry-related exams (if applicable);
- Certificates of completion from NY State-mandated workshops, such as DASA, School Violence Prevention, and Child Abuse Identification;
- Copy of Verification of Experience: Career and Technical Education (CTE) Form and proof of submittal; and
- Evidence of completed and paid TEACH application to NYSED by the time of the Certification Unit Evaluation appointment.

The NYC DOE Certification Unit will notify your Human Resource Director via email on your eligibility of hire. To determine your eligibility contact your Human Resource Director directly 48 hours after your scheduled appointment.

D5. APPLYING FOR ADDITIONAL CERTIFICATES AFTER THE TRANS-A CERTIFICATE

The Trans-A Certificate is valid for only 3 years. However, candidates interested in teaching CTE beyond 3 years must apply for the Initial Certificate, which is valid for an additional 5 years. Once candidates hold a Trans-A, they may begin working towards their Initial Certificate by completing the 9 credits of pedagogical core requirement explained below. Once a candidate holds an Initial Certificate, candidates may apply for a Professional Certificate, which is valid for an additional 5 years.

a) The Initial Certificate Requirements:

The Initial Certificate's 9 credits of pedagogical core requirement is the basic teacher education coursework intended to provide teachers with the teaching knowledge, skills and methods needed to work as a general education teacher. The NYC DOE recommends teachers begin working towards this requirement once they receive their Trans-A.

Candidates may take a combination of the pedagogical coursework listed below to satisfy the total semester hour requirement in this core area, but there must be coursework demonstrating competency in every area listed under the pedagogical core. In certain areas, a specific number of credits is required. These requirements are shown with a semester hour indicator (e.g., College Coursework - Teaching Literacy Skills - 3 S.H.).

All coursework must be earned at an institution of higher education with an approved teacher education program that leads to teacher certification in the State in which the college is located. For institutions in NY State, view the [Inventory of Registered Programs](#) and search programs leading to teacher certification. For institutions outside NY State, consult the college catalog or that state's education department to verify this. If pedagogical core coursework is taken at a community college or another college that does not offer approved teacher certification programs, coursework is acceptable only if it is accepted in transfer to an

institution with an approved teacher education program that leads to teacher certification in the State in which the college is located. Such coursework must be submitted on official transcripts of both colleges attended.

1. Course #1—*Human Development and Learning*

This area focuses on studies in physical, emotional, social and intellectual development. It may include studies that address the impact of cultural, socioeconomic, home, and community factors on a student's readiness to learn. Acceptable studies include courses in human development, child psychology and educational psychology. Pedagogy (professional education) courses must be earned in an approved teacher education program at an institution of higher education that offers a bachelor's or higher degree. The institution must also be approved by the Commissioner of Education or a regional accrediting agency.

2. Course #2—*Teaching Students with Disabilities & Special Health-Care Needs*

The purpose of this study is to assist the general education teacher in developing a broad understanding of inclusion/mainstreaming students with disabilities in classroom settings. It includes an examination of the general education teacher's role working with a team of collaborating professionals and family members of students with disabilities. Study also includes the legal foundations of special education as well as the historical and cultural context of special education services and inclusive practices that guide school policy and procedures.

3. Course #3—*Curriculum and Instruction Coursework must be in Curriculum and Instruction*

For more information on which university courses satisfy the 9 credits of pedagogical core requirement for an Initial Certification, please contact the NYC DOE Certification Unit at 718-935-2473.

b) The Professional Certificate:

The Professional Certificate requirements include an additional 9 credits of pedagogical core (Instructions & Assessment, Literacy Skills Methods and Classroom Management) and successfully passing the Educating All Students Exam. The Professional Certificate is maintained by completing Continuing Teacher and Leader Education (CTLE) courses.

For consultation on applying towards the Professional Certificate, please contact the NYC DOE Certification Unit at 718-935-2473.

NOTE: Candidates interested in applying for an Initial and/or Professional Certificate must apply under the same Trans-A option for which they received their Trans-A (See table on page 12).

SECTION E. CANDIDATE RESOURCES

The following resources are provided as a guide to assist candidates in preparing for interviews with hiring managers for CTE opportunities.

CTE Job Search Interview Question Bank

Below are some standard questions that you may be asked by a hiring manager.

General Questions

- Why do you want to teach [subject area/grade level] at this point in your life?
- What strengths do you bring to this school community as a new teacher?
- What is your philosophy of education (meaning, what do you think it takes for students to learn)?
- What are your goals for the future (related to education)?
- How would you describe your working style?
- How would you approach communications with families of students in your class?
- What do you love about [your subject area]?

Classroom-Specific Questions

- What unique strengths will you bring to the classroom and managing student behavior?
- How will you handle a disruptive situation in your classroom?
- How will you address students with varying abilities within your classroom?
- What skills/knowledge will you bring to teaching your content area?
- What are you looking for in a principal? Colleagues?
- Why are you interested in working in this school specifically? (When answering this be sure to think through things like the neighborhood the school is located in, the populations the school serves, the challenges it may face, etc.)
 - Why do you want to teach in [borough]?
 - Why do you want to teach in a school that is not meeting student achievement targets?
 - Why do you want to teach in a school with a large proportion of Students with Disabilities?
 - Why do you want to teach in a school with a large English Language Learner (ELL) population?
- What do you know about our school? About our community?
- What will be your practice for reaching out to others for assistance, and how do you feel about being mentored or receiving feedback from other teachers?
- How will you work to build safe, respectful classrooms?
- How will you build relationships with your students? Their families?

Below are the features of a lesson plan that a hiring manager may want to see.

CTE Demo Lesson Planning Tool

<p>Objective = The goal of the class and what students should walk away knowing and/or being able to do. At most schools, objectives begin with SWBAT (Students will be able to), and outlines what skill/information the students should be able to do by the end of the lesson and HOW they will do that.</p> <p style="padding-left: 40px;">Example: SWBAT demonstrate knowledge of the different software associated with information systems by differentiating between systems and application software.</p> <p style="padding-left: 40px;">Examples: SWBAT describe the characteristics of business by explaining the principles of supply and demand, differentiating between goods and services and identifying the types of business</p>	
<p>Exit Ticket = The question(s) or task that students should complete at the end of the lesson to demonstrate that they have understood and mastered the objective.</p> <p style="padding-left: 40px;">Example: Identify five products or services that could be a need or a want.</p>	
<p>Entrance Procedure/Opening</p> <p>Use the space below to clearly and explicitly plan what both you and your students will do in the opening of the class.</p> <ol style="list-style-type: none"> 1. How will you introduce yourself to your students and set behavioral expectations for the demo lesson? Focus on 2-3 clear rules. 2. How will you introduce the objective and let students know why it's important? 	
I will do/I will say	Students will do/Students will say
<p>Introduction to New Material</p> <ol style="list-style-type: none"> 1. How will you break the objective into 3-5 clear and concrete steps? 2. How will you introduce the steps to your students? 3. How will you model using the steps? 4. How will you transition the thinking and actually doing the work from you to the students? 	
I will do/I will say	Students will do/Students will say

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Student Practice

Decide how students will practice with the content. Questions to consider:

1. Will students practice in pairs or small groups? Will they practice independently?
2. What are students responsible for producing?
3. How will you ensure that the practice they do sets them up for success on the exit ticket?
4. How will you give clear directions so students know exactly what they need to do?
5. How will you make sure to circulate the room and check in with individual students?

I will do/I will say	Students will do/Students will say

Closing

Consider the following when planning your lesson closing.

1. How will you bring students back from their practice and have them share their learning?
2. How will you revisit the day's objective?
3. How will you give clear directions for their exit ticket?
4. How will you thank the students and school staff for letting you teach a demo lesson?

I will do/I will say	Students will do/Students will say