

# Career & Technical Education (CTE) Transitional-A Certification Overview

## Topics:

- [Basic Requirements](#)
- [Application Processes](#)
- [Frequently Asked Questions](#)

## Basic Requirements

### 1. What is a Transitional-A (Trans-A) Certificate?

A Trans-A certificate is a teaching certificate awarded by the New York State Department of Education (NYSED) that permits the employment of an individual in a specific Career and Technical Education (CTE) title who does not meet the requirements for an 'Initial Certificate,' but who possesses the requisite occupational experience.

### 2. What grades can someone teach under the Trans-A Certification?

The Trans-A Certification allows the certificate holder to teach Grades 7-12.

### 3. How long can I teach under the Trans-A Certification?

The Trans-A Certification is valid for (3) years.

### 4. What certification would I need to teach beyond three years?

Within the three years of teaching under their Trans-A certificate, candidates will need to complete 9 credits of appropriate coursework to apply for their 'Initial Certification,' which is valid for five years. Additional information about the coursework requirements can be found [here](#).

### 5. What are the education and work requirements to apply for a Trans-A Certificate?

There are multiple pathways available to candidates interested in applying for a Trans-A Certificate. All candidates must meet the requirements of one of the options below in order to apply for a Trans-A Certificate. Additional information about the pathway options can be found [here](#).

## Trans-A Certification Pathway Options:

- **Option A:** An associate's degree or higher in the career and technical field in which the certificate is sought and at least two (2) years of work experience content area;

- **Option B:** A High School Diploma or equivalent and a minimum of four (4) years of work experience in content area and successful completion and passing of the [Communication and Quantitative Skills Test \(CQST\)](#) exam;
- **Option C:** An associate’s degree or equivalent in the career and technical field in which the certificate is sought and a minimum of two (2) years teaching at postsecondary level;
- **Option D:** A minimum of two (2) years teaching in a NYS Licensed private career school in the content area and a NY State full private career school teacher license (BPSS);
- **Option G:** A minimum of (2) years of work experience and have an [industry credential](#) where available or pass an accepted industry exam approved by NYSED;
- **Option H:** [Enrolled in an Approved CTE Program](#) and a minimum of (1) year of work experience or pass an accepted industry exam approved by NYSED;
- **Option I:** Holds a valid NY State Grades 7-12 Classroom Teaching Certificate (in another certificate area other than CTE) and holds an [industry credential](#) or a minimum of (2) years of work experience;
- **Option J:** A bachelor’s degree or higher in the career and technical field in which the certificate is sought and at least (1) year of work experience or an [industry credential](#).

**6. How can I find out more about the specific education, credential, and/or work requirements for my industry area?**

Visit the [NYSED certification requirements page](#) to search for the specific requirements for your industry area. Be sure to select Transitional A as the certificate type, and scroll down to see the requirements for each pathway option.

## Application Processes

### What are the steps to apply for a Trans-A Certificate if I meet the education/work requirements?

**1. Choose a CTE industry**

Consider your education and work experience to determine your CTE industry. Visit the [NYSED experience requirements page](#) to learn more about potential Career & Technical Education industries.

**2. Choose a certification pathway**

Once you’ve narrowed down your CTE industry, you’ll need to identify the pathway for receiving your Trans-A Certificate. Consider the following questions to

- What is your education level and background?
- What is your work experience?

- What, if any, industry-level credentials do you hold?
- Do you have any relevant teaching experience?
- Have you completed any industry-level assessments?

Visit the [NYSED Certification Requirements page](#) and select your industry area (under Subject Area) to see the specific education and experience requirements for each pathway. Be sure to read through all the pathway options to determine which pathway is best for you.

### **3. Update your resume**

Your resume is a critical component of the CTE teacher application process. Visit the [NYSED experience requirements page](#) to see the specific experience required within your industry area.

Consider the following tips when updating your resume:

- Organize your resume so your most relevant experience is visually prominent
- Add headings like “Related Industry Experience”
- Clearly describe your roles and responsibilities for positions within your industry area
- Highlight your years of experience and/or industry credentials
- Consider removing unrelated work experience

### **4. Submit your new teacher application to the NYC DOE**

The NYC DOE teacher application is a separate process from the NYSED Trans-A certification application. Both processes should be submitted simultaneously. Eligible candidates who have successfully completed their NYC DOE teacher application will be visible to principals looking to hire CTE candidates and will receive communications from the Office of Teacher Recruitment & Quality (TRQ) about job search supports, networking events, and more.

Visit [TeachNYC.net](#) to get started on your NYC DOE Online Teacher Application! For support completing your application, be sure to review the [Teacher Application Guide](#), attend upcoming application [events](#), and visit the [Online Support Center](#).

### **5. Create a TEACH account at NYSED**

NYSED manages the certification process. Visit [TEACH](#), the NYSED teacher certification application page, in order to begin your application. You will upload information about your completed workshops, industry credentials and other documentation, etc., in this account.

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.

### **6. Gather the required documentation**

Collect the documentation needed related to your past educational and work experience.

This may include:

- Official transcript(s)

- Evidence of industry credentials you've earned
- A completed [work verification form](#)
  - Review the [NYSED work experience policy](#) for additional context on what to include on this form. The form is not intended to collect information about your work ethic and/or character, but rather about the timeframe of your employment and your title(s) and job duties during that time.
  - The employer should submit the completed form to [otiexpverif@nysed.gov](mailto:otiexpverif@nysed.gov) with *Attn: Career and Technical Education Experience* as the subject line. Have the employer cc you on the email so you have a copy of the completed form for your records.

## 7. Complete the required workshops

All NYS-certified teachers need to complete [three required workshops](#) in order to obtain their teaching certification:

- Child Abuse Identification and Reporting
- Dignity for All Students Act (DASA)
- School Violence Prevention and Intervention

The NYC DOE is a verified provider of these workshops – find more information [here](#). 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 provide documentation that they were successfully completed.

## 8. Begin your NYC DOE job search

Once your NYC DOE Online Teacher Application is submitted, it will be reviewed by the Office of Teacher Recruitment & Quality. If it meets the requirements, your application will be entered into the New Teacher Finder.

You are responsible for finding your own job, which is a requirement for receiving Trans-A Certification. The NYC DOE offers many supports to candidates through the job search process, including access to the New Teacher Finder job board, initiations to workshops and networking events, emailed resources, and more. Candidates are encouraged to take advantage of all of these resources throughout their job search process. Submit your NYC DOE Online Teacher Application early to allow you to take advantage of more job supports!

### What happens next?

Once you have a job offer, the principal or hiring manager will coordinate with the district's Human Resources Director (HRD) to formally nominate you for the position. The HRD will also reach out to you for your documentation (see step 6 above), which they will submit to the DOE's Certification Office for review.

Based on the outcome of the documentation review, the Certification Office may:

- Request additional documentation

- Notify you that you are ineligible according to your selected pathway
- Grant you a temporary credential to begin teaching

Note that the Certification Office will only grant a temporary certification if they are confident that you meet the NYSED certification requirements for your proposed industry and pathway.

## Frequently Asked Questions

**1. I am a Trans-A CTE applicant with no prior teaching experience, do I need to complete the NYC DOE Online Teacher Application?**

Yes, Trans-A CTE applicants without prior teaching experience should complete the [New Teacher Application](#) as it is the only system by which principals can search for candidates and candidates can view available positions. Please ensure you use the same email address throughout your CTE application and hiring process. This is the best way for us to keep track of and support you.

**2. I am a Trans-A CTE applicant with no teaching certificate(s), how do I complete the certification section of the NYC DOE Online Teacher Application?**

Select 'Add Certification' to add information about your certification status. See below for tips for responding to specific certification questions as a CTE Trans- A applicant:

- **Current Certification Status:** Select "[Other – No Certification by NYSED](#)" from the drop-down menu list of choices if you are **not** a currently certified teacher for this subject area and are applying for the Transitional A certificate to teach CTE
- **State:** Select "[New York](#)"
- **Certification/Licensure Type:** Select "[Transitional](#)"
- **Subject Area:** Select "[CTE-Career Tech Education](#)"
- **Grade Level:** Select "[High School \(Grades 9-12\)](#)" as the grade level. Note that the Trans-A certificate for CTE allows candidates to be able to teach grades 7-12.
- **Issue Date/Expected Issue Date:** List the certification date to be for the beginning of the school year you are applying for (e.g. [09/2023](#)).
- **Country:** Enter Country relevant to the state issuing your certification.
- **Educational Pathway:** Select "[Individual Evaluation](#)"
- **Do you hold [National Board for Professional Teaching Standards \(NBPTS\)](#) Certification?** Select applicable response, "[yes](#)" or "[no](#)".

You do not need to upload supporting documentation as a Trans-A CTE applicant.

After the Certification section is a section titled **Additional Expertise**. This section is a great place for you to indicate your interest in pursuing a position as a CTE teacher, and to add details about your industry experience.

**3. I am currently enrolled in a [NYS CTE teacher preparation program](#) that will lead up to certification. How do I complete the certification section of the NYC DOE Online Teacher Application?**

If you are currently enrolled in a teacher preparation program that will lead to certification in the CTE title sought, complete the certification questions about your program (e.g., certificate status, certificate type, expected issue date, etc.). You will also need to provide a letter from your school stating you are currently enrolled in their program along with your expected certificate date (see sample letter [here](#)). Upload this letter as supporting documentation in the certification of the application.

**4. I am a Trans-A CTE applicant who completed the NYC DOE Online Teacher Application and was deemed ineligible. How can I be reconsidered?**

The Office of Teacher Recruitment & Quality reviews candidate applications to confirm that candidates meet the NYSED education and experience requirements for their selected industry and pathway. If you believe that your application has been rejected in error, please email us your resume a [CTEhiringsupport@schools.nyc.gov](mailto:CTEhiringsupport@schools.nyc.gov).

**5. I am a Trans-A CTE applicant with significant industry experience but no teaching experience. Do I start at the same salary as first year teachers?**

All teachers' individual salaries are governed by the NYC DOE's collective bargaining agreement with the United Federation of Teachers (UFT). A teacher's salary is determined by his/her number of years of prior teaching or other relevant work experience (known as a salary "step") and the highest educational degree which he/she has attained (known as a salary "differential"). In some cases, individuals with relevant industry experience can receive a starting salary step that reflects up to seven (7) years of prior work experience. For additional information on salary credit, visit [the NYC DOE website](#) and speak to your Human Resource Director or Principal for next steps. You can also visit the [UFT website](#) for guidance about the salary step process.

**6. I am a current NYC DOE teacher with prior industry experience and am interested in teaching Career & Technical Education. What is the pathway to do that?**

**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.*

The general process is very similar to the steps outlined in the [Application Processes](#) section above. See below for a few notes and differences:

- Ensure that your school will provide you with the 3-year employment commitment required to be eligible for a Trans-A Certificate. Your HRD will need to nominate you for this new CTE position to begin the certification process.
- You will likely follow **pathway option I**, which requires candidates to hold a valid NY State Grades 7-12 Classroom Teaching Certificate (in another certificate area other than CTE) as well as an [industry credential](#) or a minimum of (2) years of work experience.
- Once your HRD submits your documentation to the NYC DOE Certification Office and you obtain your NYSED CTE Trans-A certification, you may begin teaching CTE.

- You will need to receive a license change form from the HRD and complete it with the date that you have begun teaching CTE. The form should be submitted back to the HRD, who then submits it to the Office of Field Services to officially make the license change.

**7. Where can I learn more about Career & Technical Education opportunities at the NYC DOE?**

- You can find information about CTE programs and industries at the DOE at [CTE.NYC](https://www.cte.nyc.gov)
- Visit the [Online Support Center](#) for articles related to teaching CTE, the NYC DOE Online Teacher Application, and more
- Additional support resources, including an on-demand info session, are also available on [TeachNYC.net](https://www.teachnyc.net)