



**1 Industry**  
Choose a CTE industry based on your education and work experience. Visit the [NYSED experience requirements page](#) to learn more about CTE industries.

**2 Pathway**  
Visit the [NYSED Certification Requirements page](#) and select your industry area (under Subject Area) to find your pathway to Trans-A Certification.

**3 Resumé**  
Visit the [NYSED Experience Requirements page](#) to see the specific experience required within your industry area. Update your resume to highlight relevant experience and credentials.

**4 Apply**  
The [NYCPS teacher application](#) is separate from NYSED. All CTE candidates must apply to be eligible for open positions in our schools.



**5 TEACH Account**  
Create an account on [TEACH](#), the NYSED teacher application, to start the Trans-A certification process. All documentation relating to Trans-A certification will be uploaded here.

**6 Documents**  
Gather all required documentation, such as:

- Educational transcripts
- Evidence of industry credentials
- [Work verification form](#)

**7 Workshops**  
Complete all [required workshops](#):

1. Child Abuse Identification and Reporting
2. Dignity for All Students Act (DASA)
3. School Violence Prevention and Intervention

**8 Job Search**  
After your application has been accepted by the NYC DOE you may begin your job search in the New Teacher Finder. Having a job is a prerequisite for completing your Trans-A certification.