

CTE NYC Public Schools Online Teacher Application Guide

Thanks for your interest in teaching Career and Technical Education (CTE) at NYC Public Schools! This guide reviews the **NYC Online Teacher Application** steps for CTE candidates. You can also find additional resources about the CTE certification and application processes at [TeachNYC.net](https://teachnyc.net) and the [Online Support Center](#).



If you are looking to apply to teach other subjects at NYC Public Schools, please review [this guide](#) instead.

Getting Started

Prior to starting any NYC Public Schools Online Teacher Application, you must create an account if you are not an existing user and complete the Common Profile. For instructions regarding creating an account and/or profile, click [here](#).

After logging in to the [portal](#), applicants who have completed their profile can access the **Start New Application** section and select the **Teacher** application.

START NEW APPLICATIONS

To begin a new application, select a career path and click "Go".

In order to begin a new, non-supervisory (Teacher, Guidance Counselor, School Social Worker, etc.) application, you must first complete and submit your online Profile. Your Profile will serve as the foundation for any future non-supervisory applications. Please complete your Profile by clicking on the View/Edit Profile link above.

Teacher

GO

The Application

The NYC Online Teacher Application includes the following sections outlined below. Note the questions with specific notes for CTE candidates as you review:

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. NYCPS is the largest school district in the country, with over 1,600 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: CTE Certification allows certificate holders to teach 7-12. Therefore, grade levels CTE teachers can teach Middle School (6-8) and High School (9-12). Please select at least one, and up to two, grade level preference(s). Note that you should not express preference for grade levels that do not match your certification(s).

Please rank your grade level preference based on your certification(s). At least one preference is required.

| | |
|-------------------|--------|
| *First preference | Select |
| Second preference | Select |
| Third preference | Select |

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 during 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.

Select "YES" if you would like to be considered for roles in this geographic preference or "NO" if you are not interested in being considered for roles in District 75.

Early Childhood Preference: CTE candidates are not eligible to teach Early Childhood classes. Respond N/A and/or “NO” to the questions relating to Early Childhood.

When completing the Job Search Profile section, note there are also questions about Teachers of Tomorrow, NYC Men Teach, and charter schools. Answer the questions based on your interest and preference.

Communication Preferences: Provide your mobile number and agree to receive text messages from the Office of Teacher Recruitment and Quality (TRQ) related to teaching opportunities at NYC Public Schools.

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. Review the directions carefully to confirm the information you should be entering as a CTE applicant.

To secure a position with NYC Public Schools, 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, 2024**.

As a CTE candidate, you are likely applying with one of the following circumstances:

| Status | Next Steps |
|--|---|
| You already have NYSED CTE certification (initial, professional, etc.) | You will complete this section as a traditional candidate – review this Application Guide for additional details |
| You do not yet have CTE certification | You will be applying through the Transitional A certification route. See below for specific guidance for completing the application as a Trans A candidate. |

Input/select the following if you are pursuing Trans A certification with NYSED:

- Current certification status: *Requirements Completed: Certification not yet issued by NYSED*
- State providing certification: *New York*
- Certification type: *Transitional*
- Certification subject area: *CTE – Career and Technical Education*
 - A drop-down menu will appear once you select CTE for you to choose your specific [CTE industry area](#) (e.g. Business Management and Administration)
 - This will then prompt another drop-down menu labeled “industry” so you can select your specific industry

- Bilingual extension and language: *Answer if applicable*
- Grade level: *CTE candidates teach grades 7-12, so select Middle or High School*
- Issue date: *Input expected issue date while you wait for NYSED review*
- Expiration date: *Not required to respond, skip*
- Country: *United States*
- Last name on certification, if different than name on application: *Not Required*
- Educational pathway followed to obtain certification: *Individual Evaluation*
- National Board for Professional Teaching Standards certification status: *No*
- Supporting Documentation: *If you have started an NYSED application for CTE certification, upload a screenshot of your application in TEACH (NYSED's certification application). If you have not yet started an NYSED application, you can upload a copy of your resume.*

3. [RESUME](#)

In the *Resume* section of the NYC Online Teacher Application, CTE applicants must upload an up-to-date resume and 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 the CTE industry area you are applying for.

Here are some tips to support effective resume composition:

- Include relevant work experience to the CTE industry area you are applying for
- Clearly describe your role(s) and responsibilities
- Indicate dates of employment
- Academic history and/or earned industry credentials related to the industry area applying for

Personal Statement: This is an *optional* opportunity to provide principals with additional information about your motivations, strengths, and experiences. We strongly encourage CTE candidates to consider submitting a personal statement as it will give principals insight into your desire to transition into a career in education and bring your expertise to the classroom. 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 have 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 is submitted, you can access the Candidate Portal in the teacher application system. The Candidate Portal is where you can find relevant information about your application status, messages our office has sent you and other useful information.

The screenshot shows the 'Teacher' Candidate Portal. At the top, a progress bar indicates the application status: APPLICATION STARTED, APPLICATION SUBMITTED, APPLICATION UNDER REVIEW, APPLICATION IN NEWTEACHER FINDER, and REEDED BY SCHOOL. A callout box points to the 'APPLICATION IN NEWTEACHER FINDER' stage, stating: 'This section tells you the most up to date status of your application, and any relevant next steps.'

Below the progress bar, the main heading reads 'YOUR APPLICATION HAS BEEN ACCEPTED INTO THE NEWTEACHER FINDER!'. A callout box on the right explains: '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.'

Under 'NEW INVITATIONS', it states 'There are no New Invitations at this time.' Under 'SCHEDULED EVENTS', it states 'There are no Scheduled Events at this time.'

The 'EMAIL HISTORY' section contains the following data:

| From | Subject | Title | Sent |
|-------------------------------|---|---------|---------------------------|
| NYC DOE Office of Recruitment | NYC Department of Education - Application Update | Teacher | Mon, 02 Oct 2017 2:41 PM |
| NYC DOE Office of Recruitment | Welcome to the New Teacher Finder | Teacher | Mon, 25 Sep 2017 11:57 AM |
| NYC DOE Office of Recruitment | Reminder: Final Review Due on August 18 | Teacher | Wed, 09 Aug 2017 8:00 PM |
| NYC DOE Office of Recruitment | Sign up Today - Select Schools Will Look for You | Teacher | Thu, 15 Jun 2017 12:55 PM |
| NYC DOE Office of Recruitment | Cancellation - Complete Your Online Teacher Application with Us at No Cost - Act 1512 | Teacher | Wed, 12 Apr 2017 8:01 PM |
| NYC DOE Office of Recruitment | Cancellation - Complete Your Online Teacher Application with Us at No Cost - Act 1512 | Teacher | Thu, 06 Apr 2017 1:55 PM |
| NYC DOE Office of Recruitment | Cancellation - Complete Your Online Teacher Application with Us at No Cost - Act 1512 | Teacher | Thu, 06 Apr 2017 1:55 PM |
| NYC DOE Office of Recruitment | List of Schools Participating for MDCOH's Select | Teacher | Fri, 10 Mar 2017 8:36 PM |

A callout box on the left points to the 'EMAIL HISTORY' section, stating: 'Here you can access the emails sent to you related to your application.'