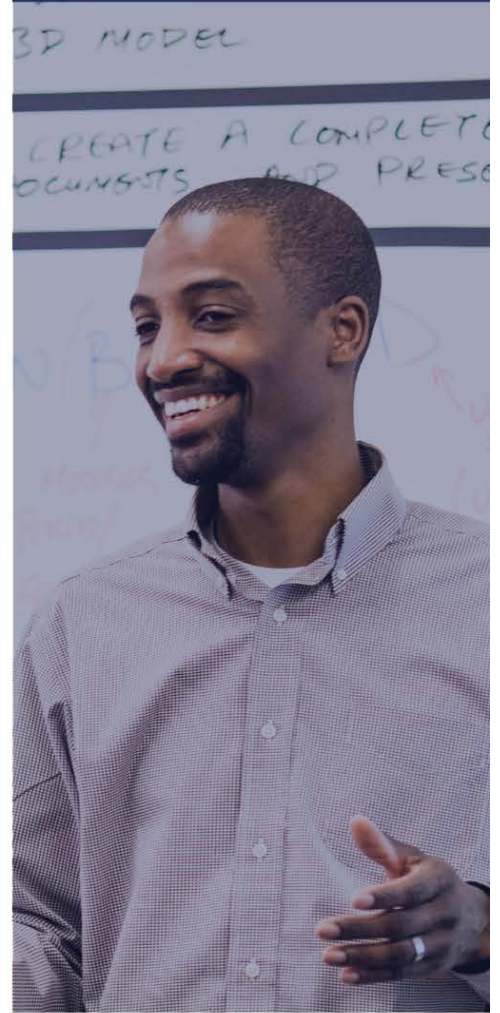


TEACHER

2024-2025

APPLICATION

GUIDE



Find your future in education through a career with NYCPS

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WELCOME TO THE 2024 ONLINE TEACHER APPLICATION GUIDE!

Thank you for your interest in teaching in New York City Public Schools. The NYC Online Teacher Application is required for all candidates who are interested in securing a full-time teaching position with New York City Public Schools (NYCPS). We strongly suggest that you review this guide prior to beginning your application.

Please Note: If you are a current teacher at NYC Public Schools, please do not complete this NYC Online Teacher Application. If you are interested in transferring to another NYC public 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.

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.

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>

PREPARING TO APPLY

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. NYCPS **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.

Refer to the following items to support your progress as you are completing your application:

- You can see the progress you are making on each step at 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.

The screenshot shows the 'ACCOUNT INFORMATION AND WORK ELIGIBILITY' section of the application. At the top right, there are five numbered steps (1-5) and a 'PREVIEW' button. A blue arrow points to these steps with a callout box stating: 'This part of the screen shows your progress completing the application.' Below the header, there is a section for 'ACCOUNT INFORMATION' with fields for Email Address, Password, SSN, and Name. A blue arrow points to the asterisk on the 'Email Address' field with a callout box stating: 'Fields marked with an * are required.' Below this is the 'WORK ELIGIBILITY' section with questions about legal authorization and employment. A blue arrow points to a question mark icon next to the 'Date available for employment' field with a callout box stating: 'Click on the “?” icons for helpful information'.

Visit the [Online Support Center](#) (more on page 13) for more information about each step of the application process.

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.

New User	Existing User	Not Sure?
<p>In order to apply to be a Teacher in New York City's public schools, you must first create a profile.</p> <p>You will be asked to provide your social security number for identification purposes.</p>	<p>Please enter your Username and Password below:</p> <input type="text"/> Username <input type="password"/> Password	<p>Please enter your Last Name and Social Security Number below and we'll check to see if you have an existing account:</p> <input type="text"/> Last Name <input type="text"/> Social Security Number
<input type="button" value="CREATE ACCOUNT"/>	<input type="button" value="SIGN IN"/>	<input type="button" value="SEARCH ACCOUNT"/>

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.

Monday, November 21, 2022

NYC
Department of
Education

Already started an application?
Login below:

User Name: (Permanent Email Address for applicants and LAN ID for principals)

Password:

For Candidates
[Trouble logging in?](#)

For Hiring Managers & Administrators
[Trouble logging in?](#)

Connect with Us
 Follow 24K people are following this. Be the first of your friends to follow this.

REGISTER FOR AN ACCOUNT
If you are not yet registered, please complete the information below to create an account. This is the first step in the online application process for teacher, substitute teacher, and paraprofessional service positions.

If you encounter problems of any kind while completing your registration information, email us, or call us toll-free at 1-(877)-DoTeach (368-3224); please DO NOT register again. Thank you

*Fields marked with an * are required.*

*First Name:
*Last Name:
*Preferred Email Address: (This will be your user name and the email address used to communicate with you.)
*Confirm Preferred Email Address:
*Password:
*Confirm Password:
*Social Security Number: --

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 NYCPS (allow domain [@schools.nyc.gov](#)) to ensure important messages do not end up in your spam or junk mail folder.

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.

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 NYCPS.

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 NYCPS 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 NYCPS, 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.

WORK ELIGIBILITY

Please complete the following questions. These questions will allow the NYCDOE to determine if you are eligible to work in our schools. To be eligible, you must meet citizenship and/or residency requirements. If you have already been fingerprinted by the NYCDOE, a background check will also be conducted upon submission of an application.

*Are you [legally authorized](#) to work in the United States?

Yes No

If "Yes", please indicate your authorization status.

Citizen or National of the United States ▼

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

It is especially important that you accurately input your professional experience and upload a resume.

- 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. 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.

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.

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.

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

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. 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: 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).

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

*First preference	<input type="text" value="Select"/>
Second preference	<input type="text" value="Select"/>
Third preference	<input type="text" value="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.

GEOGRAPHIC PREFERENCES

The Office of Teacher Recruitment and Quality uses the preference data that you provide to share your resume and contact information with hiring managers who are sourcing candidates with your certification. Maintaining up to date preferences ensures that hiring managers receive the contact information of candidates that are interested in working in their region. You may revisit this portion of your application, as we anticipate your preferences may evolve over time. For more information about the preference section of the application, please consult [this article](#) in our Online Support Center. For more information about the geographic districts and where they are located in the NYC DOE, please consult [this article](#).

District 75 is a non-geographic district providing quality and rigorous individualized educational programs to students with significant challenges. If you are in an eligible certification area your resume may be shared with District 75 schools in the geographic regions you have specified. Please read more about District 75 on our website [here](#).

*First Borough Preference

Select ▼

*Second Borough Preference

Select ▼

*Third Borough Preference

Select ▼

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 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**. 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.

TEACHER CERTIFICATION TYPE	SUPPORTING DOCUMENTS REQUIRED
You hold a New York State Teacher Certificate	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
You are completing a New York State approved teacher preparation program and will receive teacher certification by September 2024	A Proof of On Track NYS Certificate Letter completed by your college or university. Be sure to include all components of the sample letter.
You hold a teaching certificate from another U.S. State or Territory	An electronic copy of your current (unexpired) teacher certification
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 2024	A Proof of On Track Certificate Letter completed by your college or university. Be sure to include all components of the sample letter.

3. ADDITIONAL EXPERIENCE

Additional Experience: Some applicants may be eligible to obtain certification to teach [Career and Technical Education \(CTE\)](#) as full-time NYCPS 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.

4. 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:



Personal Statement: This is an *optional* 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.

5. 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 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.

YOUR APPLICATION HAS BEEN ACCEPTED FOR THE NEW TEACHER FINDER!

APPLICATION STARTED APPLICATION SUBMITTED APPLICATION UNDER REVIEW APPLICATION IN NEW TEACHER FINDER HIRED BY SCHOOL

Congratulations! Based on the quality of your application, you have been added to the NYC Department of Education's New Teacher Finder tool.

To learn more about the New Teacher Finder functionalities and how to use them, please see the [NTF Guide](#). For more information, please see your email history below.

TeachNYC Academy Recordings [Open](#)

NEW INVITATIONS Invitations which must be accepted or declined within 30 days
There are no New Invitations at this time.

SCHEDULED EVENTS
There are no Scheduled Events at this time.

EMAIL HISTORY

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: Pre-K Hiring Fair on August 16	Teacher	Wed, 09 Aug 2017 5:26 PM
NYC DOE Office of Recruitment	Sign Up Today - Bronx Schools are Looking to Hire You!	Teacher	Thu, 15 Jun 2017 12:58 PM
NYC DOE Office of Recruitment	Cancellation: Complete Your Online Teacher Application with Us (Thursday, April 13th)	Teacher	Wed, 12 Apr 2017 6:01 PM
NYC DOE Office of Recruitment	Invitation: Complete Your Online Teacher Application with Us (Wednesday, April 13th)	Teacher	Thu, 06 Apr 2017 1:58 PM
NYC DOE Office of Recruitment	Invitation: Complete Your Online Teacher Application with Us (Thursday, April 13th)	Teacher	Thu, 06 Apr 2017 1:58 PM
NYC DOE Office of Recruitment	List of Schools Registered for Monday's Select	Teacher	Fri, 10 Mar 2017 5:36 PM

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: 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 will I wait to find out the status 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. Select the delete button under "Actions" to delete the current copy you have on file. Select "Yes" when asked if you want to delete the current resume.

RESUME

You provided the following resume "test" as part of your profile.

[VIEW DOCUMENT](#)

If desired, you may provide an alternate [resume specific to this Teacher application](#) by uploading one below. Attaching an alternate resume does not overwrite the resume contained in your profile.

If you would like to replace the resume contained in your profile - which may be used as a component of other, non-Teacher applications - you may click "View/Edit Profile" from your Candidate Portal homepage to at any time. Your profile resume is located in Step 3 (Experience and References).

[ADD](#)

Note: In order to preserve formatting, we strongly encourage you to upload your resume in PDF format.

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 the [New Teacher Finder](#). 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?

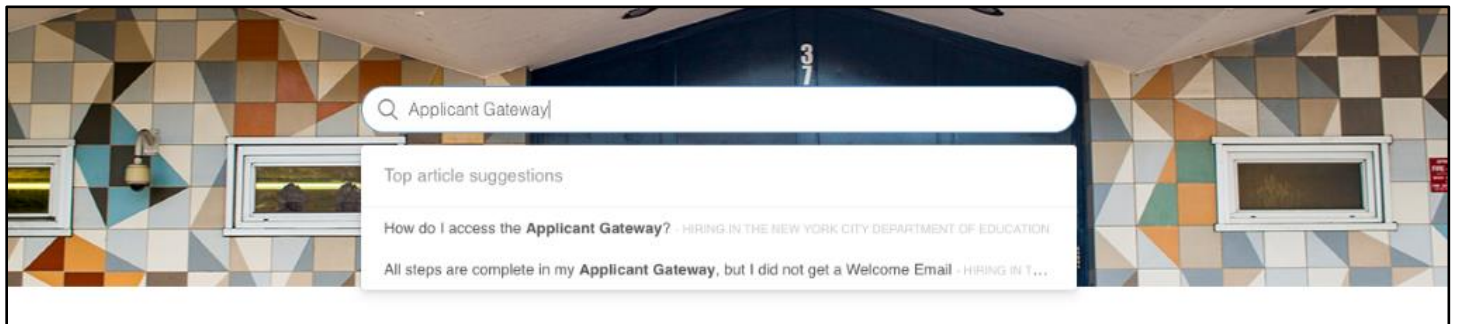
A: The application for the 2024-2025 school year opens in December 2023. Applying early in the hiring season will allow you to increase your job prospects by giving you more opportunities to participate in our office's job search supports. Applying early will also provide additional time for you to provide additional documentation if needed by our office.

VISIT OUR ONLINE SUPPORT CENTER, AVAILABLE 24/7

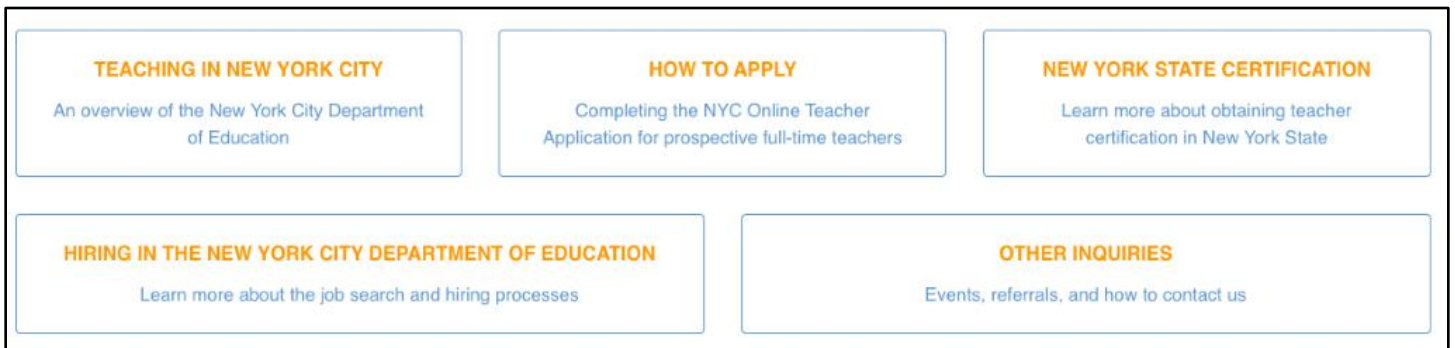
Our [Online Support Center](#) is open 24 hours a day, 7 days a week with hundreds of articles to support your application submission process! You may search our Online Support Center for the answers to your questions at any time. If you cannot find an answer to your question, you may also submit your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



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



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!