

Apply for Institutional Recommendation For Certification **COVID -19**

For students who completed an approved program and STUDENT TAUGHT

FIRST: Review the Steps in the Certification Process on the CEIT website (<http://ceit.liu.edu/Certification/CertificationOffice.aspx>).

SECOND: Log on to your **TEACH** account (or register and log on) at <http://www.highered.nysed.gov/tcert/teach/> and follow the instructions shown at the site. Enter your **PROGRAM CODE** which is given to you on the Certification Application Instruction Sheet; **Pay \$50** for **EACH** certificate.

Check COVID-19 updates at NYSED.gov

THIRD: Email Application For Institutional Recommendation to Michael.Hogan@liu.edu (application form available on the CEIT website (<http://ceit.liu.edu/Certification/CertificationOffice.aspx>))

Due to the COVID-19 Emergency, upon application the Certification Office will secure all Degree Noted Transcripts from Records as indicated below with ***

Undergraduates

- Official Degree noted Transcript and if you have transfer credits, provide a copy of that transcript***
- Child Abuse, Violence, and DASA Workshops

Graduates

- Official Degree noted Transcript and Undergrad Transcripts (student copy) or liberal arts checklist***
- Child Abuse, Violence and DASA Workshops

*Speech, **TESOL, School Counseling

- Official Degree noted Transcript***
- Child Abuse, Violence, and DASA Workshops
- * Proof of autism workshop (TSSLD)
- ** Proof of Twelve (12) credits of Foreign Language (TESOL)

Permanent School Counseling**, SBL, ***SDL, or any Professional Certification

- Official Degree noted Transcript***
- Documented Two years full time experience
- DASA Workshop
- Students with Disabilities-Proof of Autism Workshop
- SBL/SDL- If permanent license was issued prior to 2/2/01 proof of Violence Seminar is needed
- * Proof of exam scores

SDBL

- Official Degree noted Transcript***
- Official Master's Degree Transcripts must be mailed to NYSED
- 60 Graduate credits
- Proof of exam scores
- Child Abuse, Violence and DASA Workshops

Initial Certification: good for 5 years

Professional Certification: must have Master's Degree and 3 years experience, with 1 year of Mentoring

(Subbing & leave replacement counts towards experience)

To find your program code to use on the TEACH site and to put on your Application Form for Institutional Recommendation, download the document on the CEIT website

(<http://ceit.liu.edu/Certification/CertificationOffice.aspx>).