

Frequently-Asked Questions: Transitional-A Certification for Hiring Managers

Transitional-A: Basic Requirements and Processes

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

A Trans-A teaching certificate is awarded by the New York State Department of Education (NYSED) and 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. How long can someone teach under the Trans-A Certification?

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

3. What certification is needed to teach beyond three years?

Within the (3) years of teaching under their Trans-A certificate, candidates should complete the appropriate coursework required and apply for the ‘Initial Certification’ which is valid for (5) years.

4. What are the education/work requirements to apply for a Transitional-A certificate?

A candidate must meet the requirements of one of the options below in order to apply for a Trans-A Certificate.



Trans-A Certification Options:

- **Option A:** An Associate’s degree or higher in the subject of the certificate 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;
- **Option C:** Associate’s Degree or equivalent 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:** A minimum of (2) years of work experience or an industry credential and hold a valid NY State Grades 7-12 Classroom Teaching Certificate (in another certificate area other than CTE) and hold an industry credential or work experience
- **Option J:** A Bachelor’s Degree or Higher (in CTE field in which the certificate is sought) and at least (1) year of work experience or an industry credential.

5. What are the steps for a prospective CTE teacher to apply for a Transitional-A Certificate if Education/Work requirements are met?

Please see the table below for detailed information on the steps a school and candidate must take to apply for a Trans-A Certificate.

 <p>If you are a <u>certified classroom teacher employed by an NYC DOE school</u> and you are interested in becoming a certified CTE teacher:</p>	 <p>If you are <u>not a certified classroom teacher</u> (including current substitutes, paraprofessionals, and teaching assistants) and are interested in becoming a CTE teacher:</p>
<p>NOTE: <i>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.</i></p> <p>Step 1: Update your resume so that your industry experience, in addition to your teaching experience, is clearly listed.</p> <p>Compare the way you described your non-teaching industry experience with the State’s CTE Experience requirements webpage, which outlines the types of experience that the state looks for to determine CTE certification eligibility and title.</p> <p>Does your resume describe your professional experience in a way that aligns with that description? If not, you must update your resume so your work experience closely aligns with the descriptions you see on the NY State website. You can do this by:</p>	<p>Step 1: Review your resume. Compare the way you described your non-teaching industry experience with the State’s CTE Experience requirements webpage.</p> <p>Does your resume describe your professional experience in a way that aligns with that description? If not, you must update your resume so your work experience closely aligns with the descriptions you see on the NY State website. You can do this by:</p> <ul style="list-style-type: none"> – Making sure that any experience you have in your industry area is clearly detailed. – Highlighting years of experience or industry credentials you’ve earned in the past. – Consider removing unrelated work experience. <p>Once you are confident your resume demonstrates your relevant industry experience and credentials, send it (as a PDF or Word Doc) to ctehiringsupport@schools.nyc.gov. We will add it to the CTE hiring webpage.</p>

- Making sure that any experience you have in your industry area is clearly detailed.
- Highlighting years of experience or industry credentials you've earned in the past.
- Consider removing unrelated work experience.

Step 2: Obtain a letter from your former industry employer(s) outlining your roles and responsibilities in your former position(s).

This letter does not need to detail your work ethic and/or character. This is not a letter of recommendation. It does not have a length requirement.

Ask your previous employer to include:

- The title(s) you held,
- A description of your responsibilities (this should be the bulk of the letter), and
 - o The duration (ex: Jun 2001-July 2017) during which you were employed at the location.

The letter must be emailed to NYSED@otieexpverif@nysed.gov from the employer's work email with the candidate carbon copied. Ensure you are carbon copied on the email to obtain proof of submission and be able to provide a copy of the email in the case that your Trans-A is not been issued.

Step 3: Obtain a nomination letter from your Principal.

The letter should:

- Be on school letterhead
- Include your first and last name
- Identify the position title (ex: Computer Technology Teacher) which you are intended to fill and the certification title for which you are qualified (ex: Computer Technology 7-12 Trans A)
 - o *Your Principal should confirm with the school's Human Resources Director they are using the correct position title and certification title for your school's CTE program*
- List the effective start date (likely the first day of school)
- Include the signature of the principal
- Include the school's District, Borough and Number

Step 2: Register for and complete* the following workshops (requirement for all individuals seeking a teacher certification in NY State):**

- Child Abuse Identification & Reporting Workshop ([see all providers here](#)). ([Sample Form](#).)
- School Violence Intervention & Prevention Workshop ([see all providers here](#)). ([Sample Form](#).)
- Dignity for All Students Act ("DASA") Workshop ([see all providers here](#)). The DASA completion forms are submitted to NYSED by the provider. If your workshop does not appear on your TEACH account within 30 days of completion, contact the provider.

Once you receive your Certificates of Completion mail your documentation to the NYS Education Department, Office of Teaching Initiatives, 89 Washington Ave., Albany, NY 12234. (Photocopies are acceptable. NY State will only accept official Certificates of Completion. It is your responsibility to ensure you receive the correct documentation. (See links above for sample forms.)

**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 produce documentation that they were successfully completed.*

*** NYC DOE is an approved provider of all three workshops, please search for NYC DOE on the links provided above.*

Step 3: Obtain a letter from your former industry employer(s) outlining your roles and responsibilities in your former position(s).

This letter does not need to detail your work ethic and/or character. This is not a letter of recommendation. It does not have a length requirement.

Ask your previous employer to include:

- The title(s) you held,
- A description of your responsibilities (this should be the bulk of the letter), and
 - o The duration (ex: Jun 2001-July 2017) during which you were employed at the location.

Step 4: After completing Step 1-3, ask your hiring Principal (likely your current Principal) to ask your school's Human Resources Director to schedule an in-person appointment with the NYC DOE Certification Unit for you (718-935-2473).

If you are applying under Option I, ensure you have the full-time teaching commitment for the years of employment required for the Trans-A in a NY Public School. The Human Resource Director must submit a school district recommendation (SDR) online through your [TEACH](#) account that describes the subject area and terms of your employment.

By the time of your scheduled appointment with the NYC DOE Certification Unit complete the Trans-A application process by returning to your TEACH profile and submitting the payment. Be sure you are selecting the correct CTE Title before you pay the fee!

Your principal can confirm the correct title you should apply for based on the nomination letter. When prompted, choose the pathway that best applies to you. *(For most certified educators, we recommend Option I.)*

Bring the following documents to your appointment:

- Letter from your previous employer
- (see Step 2);
- Nomination letter from your Principal (see Step 3);
- Official and sealed transcript(s) (if applicable to the Trans-A option you are applying for);
- Certificates of completion from NYS-mandated workshops, such as DASA, School Violence Prevention, and Child Abuse Identification,
- Evidence of industry credentials (if applicable to the Trans-A option you applied for); and
- Verification of passing CQST on Teach profile.

Note: A SDR will not be entered if the current DOE teacher is not willing to change their license/reappointment. Even if the evaluation on TEACH, only indicates the SDR as the only deficiency, you required to provide the Certification Unit with all documentation listed above. No exceptions.

The letter must be emailed to NYSED@otixpverif@nysed.gov from the employer's work email with the candidate carbon copied. Ensure you are carbon copied on the email to obtain proof of submission and be able to provide a copy of the email in the case that your Trans-A is not been issued.

Step 4: Set up, but do not apply or pay for an account on [TEACH](#), NY State's online database of teacher certification requirements ONLY after you receive a principal nomination and confirm the NYC title you will be teaching under.

[Click here](#) for step-by-step directions on how to complete this process. When prompted, choose the pathway that best fits your experience. **You should not submit payment until you receive a job offer and the school's Human Resource Director schedules your evaluation appointment with the NYC DOE's (Step 7). Ensure you apply for the specific CTE title your school confirms you will be teaching under.** However, by having the profile created, you will be able to send certificates of completion from the workshops (Step 2) to the State and have it on record that you've completed the workshop requirements.

**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.*

Step 5: If you haven't already done so, create a Teacher Application for the NYC DOE by visiting [here](#) and clicking "Apply Now" in the top right hand corner.

This will allow Principals to find your application. You will also receive communication from the NYC DOE's Office of Teacher Recruitment about Hiring Events and other job search tips.

Step 6: Once you secure a job offer from a school, obtain a nomination letter from your Principal.

The letter should:

- Be on school letterhead,
- Include your first and last name,
- Identify the position title (ex: Computer Technology Teacher) which you are intended to fill and the certification title for which you are

Step 5: Once the NYC DOE Certification Unit determines your eligibility, your school's Human Resource Director will notify your eligibility.*

**Note that not everyone will be deemed eligible.*

qualified (ex: Computer Technology 7-12 Trans A),

- Your Principal should confirm with the school's Human Resources Director they are using the correct position title and certification title for your school's CTE program,
- List the effective start date (likely the first day of school),
- Include the signature of the principal, and
- Include the school's District, Borough and Number.

Step 7: After completing Steps 1 – 6, ask your hiring Principal to ask your school's Human Resources Director to schedule an in-person appointment with the NYC DOE Certification Unit for you (718-935-2473).

You must apply and pay for your TEACH account by the time of your scheduled appointment with the NYC DOE Certification Unit. Be sure you are selecting the correct CTE Title before you pay the fee!

Your principal can confirm the correct title you should apply for based on the nomination letter. When prompted, choose the pathway that best applies to you.

Bring the following documents to your appointment:

- Certificates of completion from NYS-mandated workshops, such as DASA, School Violence Prevention, and Child Abuse Identification (see Step 2);
- Letter from your previous employer (see Step 3);
- Nomination letter from your Principal (see Step 6);
- Official and sealed transcript(s) (if applicable to the Trans-A option you are applying for); and
- Evidence of industry credentials (if applicable to the Trans-A option you are applying for).

Step 8: Once the NYC DOE Certification Unit determines your eligibility, your school's Human Resource Director will notify your eligibility.*

**Note that not everyone will be deemed eligible.*

Recruiting and Hiring CTE Teacher Candidates through the Transitional-A Pathway

- 6. I have a Trans-A CTE applicant that I would like to consider but the candidate has no prior teaching experience. Can they be exempt from responding to the essay questions in the New Teacher Finder (NTF) application?**

It is important that all prospective teachers – regardless of certification pathway – are able to demonstrate their writing and communication skills as they will be modeling this with students and communicating with parents and their colleagues. That being said, *Trans-A CTE candidates do not have to answer any of the three short-answer questions* in the NTF application.

If you have any questions regarding the NTF application process for CTE teaching positions, please contact us via email at ctehiringsupoort@schools.nyc.gov.

- 7. I have CTE candidates with no prior teaching experience that applied and were rejected from being accepted into the New Teacher Finder because they did not complete all of the required essays. How can they be reconsidered?**

If there are candidates you would like to reconsider for pre-screening, you should send their names, resumes and the email address they used to register to ctehiringsupoort@schools.nyc.gov.

- 8. I have identified a CTE applicant with significant industry experience but no teaching experience. Do they start as the same salary as first year teachers?**

All teachers' individual salaries are governed by the NYC Department of Education's collective bargaining agreement with the United Federation of Teachers. 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. More information on teacher salary steps and differentials is available on the Employee Info Hub [online](#).

- 9. I've been told that a Trans-A candidate I would like to hire will need to take courses to obtain initial teacher certification. Whom can I contact if I have questions regarding these courses?**

The Trans-A Certificate is valid for only (3) years. However, candidates interested in teaching CTE beyond (3) years, must apply for the Initial Certificate, which is valid for 5 years. Once candidates hold a Trans-A, they may begin working towards their Initial Certificate by completing the 9 credits of pedagogical core requirement explained below. Once a candidate holds an Initial Certificate, candidates may apply for a Professional Certificate, which is valid for an additional (5) years.

The Initial Certificate Requirements:

The Initial Certificate's 9 credits of pedagogical core requirement is the basic teacher education coursework intended to provide teachers with the teaching knowledge, skills and methods

needed to work as a general education teacher. The NYC DOE recommends teachers begin working towards this requirement once they receive their Trans-A.

Candidates may take a combination of the pedagogical coursework listed below to satisfy the total semester hour requirement in this core area, but there must be coursework demonstrating competency in every area listed under the pedagogical core. In certain areas, a specific number of credits is required. These requirements are shown with a semester hour indicator (e.g., College Coursework - Teaching Literacy Skills - 3 S.H.).

All coursework must be earned at an institution of higher education with an approved teacher education program that leads to teacher certification in the state in which the college is located. For institutions in NY State, view the [Inventory of Registered Programs](#) and search programs leading to teacher certification. For institutions outside NY State, consult the college catalog or that state's education department to verify this. If pedagogical core coursework is taken at a community college or another college that does not offer approved teacher certification programs, coursework is acceptable only if it is accepted in transfer to an institution with an approved teacher education program that leads to teacher certification in the state in which the college is located. Such coursework must be submitted on official transcripts of both colleges attended.

1. Course #1—*Human Development and Learning*

This area focuses on studies in physical, emotional, social and intellectual development. It may include studies that address the impact of cultural, socioeconomic, home, and community factors on a student's readiness to learn. Acceptable studies include courses in human development, child psychology and educational psychology. Pedagogy (professional education) courses must be earned in an approved teacher education program at an institution of higher education that offers a bachelor's or higher degree. The institution must also be approved by the Commissioner of Education or a regional accrediting agency.

2. Course #2—*Teaching Students with Disabilities & Special Health-Care Needs*

The purpose of this study is to assist the general education teacher in developing a broad understanding of inclusion/mainstreaming students with disabilities in classroom settings. It includes an examination of the general education teacher's role working with a team of collaborating professionals and family members of students with disabilities. Study also includes the legal foundations of special education as well as the historical and cultural context of special education services and inclusive practices that guide school policy and procedures.

3. Course #3—*Curriculum and Instruction Coursework must be in Curriculum and Instruction*

For more information on which university courses satisfy the 9 credits of pedagogical core requirement for an Initial Certification, please contact the NYC DOE Certification Unit at 718-935-2473. For consultation on applying towards the Professional Certificate, please contact the NYC DOE Certification Unit.

10. I have another question about CTE Trans-A certification that isn't addressed here. Who can I reach out to for an answer?

If you have a question pertaining to CTE Trans-A certification that isn't covered on this fact sheet, please contact the Office of Teacher Recruitment and Quality at CTEhiringsupport@schools.nyc.gov and put "*CTE Certification: Transitional-A Question*" in the subject line and include an explanation of your situation/question.