



# THE CAREER AND TECHNICAL EDUCATION HIRING HANDBOOK

The NYC Department of Education  
Office of Teacher Recruitment  
Office of Postsecondary Readiness

Summer 2018

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## SECTION A. CAREER AND TECHNICAL EDUCATION IN NYC

Career and Technical Education (CTE) provides students with rigorous and relevant instruction to prepare them with the academic, technical and employability skills needed to succeed in college and careers.

The New York City Department of Education's (NYC DOE) Office of Postsecondary Readiness' (OPSR) CTE Central Team administers a portfolio of over 280 programs across 124 high schools. Programs are represented in both CTE Dedicated High Schools, in which all students are enrolled in a CTE program of study as well as Academic High Schools, where a sub-set of students are enrolled in a program.

CTE programs are supported through the CTE Central team. Supports are focused on program development and implementation and include Academic Integration, Industry Engagement, Work-Based Learning and Program Quality. For additional information regarding CTE program support for Educators and Administrators please visit [www.cte.nyc](http://www.cte.nyc). Any additional questions may be directed to [CTENYC@schools.nyc.gov](mailto:CTENYC@schools.nyc.gov).

### *CTE Program Industries and Career Readiness*

New York (NY) State organizes CTE programs in 6 subject areas:

1. Agricultural education
2. Business & Marketing education
3. Family & Consumer Sciences education
4. Health Occupations education
5. Technology education
6. Trade, Technical & Industrial education

The [NYC DOE CTE](#) portfolio of programs is organized using the National Career Clusters Framework which represents over 79 career pathways. This framework is used to establish clear articulations between secondary and postsecondary programs of study in addition to making meaningful connections with industry partners and labor market data.

The NYC DOE CTE portfolio includes the following clusters (currently, there are no programs in clusters listed in grey):

1. Agriculture, Food & Natural Resources
2. Architecture & Construction
3. Arts, A/V Technology & Communications
4. Business Management & Administration
5. Education & Training
6. Finance
7. **Government & Public Administration**

8. Health Science
9. Hospitality & Tourism
10. **Human Services**
11. Information Technology
12. Law, Public Safety, Corrections & Security
13. Manufacturing
14. Marketing
15. Science, Technology, Engineering & Mathematics
16. Transportation, Distribution & Logistics

## **SECTION B. THE NEW YORK STATE CTE PROGRAM APPROVAL & RE-APPROVAL PROCESS AND CTE TEACHER CERTIFICATIONS**

The Program Approval Process was developed in 2001 as a Regents policy to support students in completing quality CTE education programs of study. The following criteria are required for program approval/re-approval:

- quality technical and academic curriculum, including integrated English language arts, mathematics, science, economics, and government and technical instruction;
- faculty with State certification in appropriate academic and/or technical fields; (this includes a certified work-based learning coordinator)
- technical assessments/industry credentials that certify students meet current industry standards;
- postsecondary articulation agreements;
- work-based learning (WBL) experiences for students; and
- data on student progress and performance in order to evaluate their success on Regents examinations or alternatives approved by the State Assessment Panel, technical assessments and placement in employment, military or higher education.

### ***B1. PREPARING TEACHER CERTIFICATION FOR CTE PROGRAM APPROVAL OR RE-APPROVAL***

- The CTE Teacher certification must align to the program of study and the courses being taught. This is an important consideration when determining which CTE title matches the program of study as opposed to which title matches the candidates prior work experience which are not always one in the same.
  - The teaching certificate must be valid for the duration of the approval/re-

approval period, which lasts 5 years. For certificates which are set to expire within the approval period, evidence of the certification application (i.e., initial or professional) must be submitted along with the approval/re-approval application.

- School leaders may review the NY State Office of Teaching Initiative’s [Teacher Certification Lookup](#) to confirm the date of expiration of a staff member’s teaching certificate.
  - CTE Education teachers may hold a [Transitional A](#) (“Trans-A”) Certificate (valid for 3yrs), Initial Certificate (valid for 5yrs) or a Professional Certificate (valid with meeting Continuing Teacher and Leader Education Requirements (CTLE)).
  - All CTE program courses in approved programs must be taught by CTE certified teachers. In addition to the NYS CTE teacher certifications there are also NYS Classroom teacher certifications which are permitted to provide CTE instruction to all grades PreK-12: Agriculture, Business and Marketing, Family and Consumer Science, and Technology Education.
- Teaching certificates must be valid in order for students to earn CTE credits towards a technical endorsement in an approved program of study.
- CTE certification titles are for instruction in grade levels 7-12. Beginning in school year 2018-19 any CTE certified teacher may provide the CTE unit of study requirements in middle school grades 7 & 8.

**B2. WBL COORDINATOR EXTENSION CERTIFICATE & NEW YORK STATE EDUCATION DEPARTMENT PROGRAM APPROVAL**

Extension certificates authorize the holder to teach a subject in additional grade levels or in the case of CTE programs to supervise WBL experiences. Extensions certificates are attached to appropriate valid base certifications. In CTE instruction the WBL extension certificates are for the coordination and supervision of the different types of WBL experiences (Career Awareness and Career Development)

Additional Information regarding WBL can be found in the [NYS Work-Based Learning Manual](#). For additional resources for WBL programs please visit the [WBL Toolkit](#).

All NYC DOE CTE programs of study are required to have a certified WBL coordinator, who is CTE certified and who holds the Coordinator of WBL Programs for Career Development Extension. This is required because all New York State Education Department (NYSED) approved CTE programs are required to provide access to off-site learning opportunities or internships. The NYC DOE maintains this requirement to ensure the safety and protection of the student and employer. The WBL coordinator ensures students are supervised while on site and have been prepared with training in workplace safety in accordance with the State Department of Labor regulations. WBL coordinators also make

sure that employers are in compliance with the laws governing the employment of minors.

### **B3. BECOMING A CERTIFIED WBL COORDINATOR**

While any NY State certified teacher may take the coursework to become a WBL coordinator there are two different extension certifications. Each extension aligns to the type of WBL experiences, which may be coordinated under that certificate:

#### **1. 8981 Coordinator of WBL Programs *Career Awareness* Extension**

- Certificate for a secondary level certified teacher and/or guidance counselor
- Coordinator must have 300 hours of work outside of classroom teaching
- Programs qualified to coordinate: GEWEP and WECEP
  - o General Education Work Experience (GEWEP)
  - o Work Experience and Career Exploration Program (for at risk students) (WECEP)
  - o Community-Based Work Programs (for students with disabilities)

#### **2. 8982 Coordinator of WBL Programs for *Career Development* Extension**

- Coordinator must possess a NYSED certification for CTE
- Coordinator must have 600 hours of work outside of classroom teaching
- Programs qualified to coordinate: CEIP, CO-OP, GEWEP, and WECEP Career Exploration Internship Program (CEIP):
  - o General Education Work Experience Program (GEWEP)
  - o Work Experience and Career Exploration Program (for at risk students) (WECEP)
  - o CTE Cooperative Work Experience Program (CO-OP)

The Coordinator of WBL Programs Career Awareness extension is limited to the supervision of non-registered WBL options such as: Community-Based work programs (for students with disabilities), job shadowing, community service/volunteering, service learning, senior projects, and school-based enterprise. These activities are provided at the school location and do not require the extension certificate. It should be noted that these WBL options also apply to the [CDOS credential](#).

CTE programs applying for approval are required to have a certified WBL coordinator who holds the coordinator of WBL Programs for Career Development Extension. While other staff may assist in the implementation of the WBL activities the Career Development Extension is required to oversee the WBL program and ensure all activities are conducted in compliance with child labor laws.

The WBL coordinator responsible for providing WBL experience for all students may work together with special education teachers to meet the needs of students with disabilities. The transition program and planning process for students with disabilities involves career planning and participation in WBL programs which under NY State regulations begins for each student with an IEP at the age of 15, or younger if appropriate.

**B4. REGISTERED AND NON-REGISTERED WORK-BASED LEARNING PROGRAMS**

NY State formally recognizes WBL programs through a registration process. Registration is required for CTE programs in hazardous occupations as well as the following types of WBL state approved programs:

- Career Exploration Internship Program (CEIP)
- General Education Work Experience Program (GEWEP)
- Work Experience and Career Exploration Program (WECEP for at risk students)
- CTE Cooperative Work Experience Program (CO-OP)

For more information regarding these registered programs, please visit the [NYSED Work-Based Learning Manual](#).

**B5. PROCESS TO BECOME A WORK-BASED LEARNING COORDINATOR AND APPLY FOR THE EXTENSION CERTIFICATE**

Teachers interested in becoming a WBL Coordinator can take courses at the following universities:

- New York City College of Technology (summer courses)
- Buffalo State College (online courses)
- Hofstra University
- SUNY Oswego



The WBL coordinator extension certificates serve to extend the base certificate held by the teacher. In NYC DOE a teacher must hold an Initial or Professional certificate in order to apply directly for the WBL Coordinator Extension certificates. For teachers who hold a Trans-A certificate the extension certificate will match the type of certificate held. The extension title will progress as the base certificate progresses from Trans-A to Initial and Initial to Professional. In the NYC DOE the WBL Coordinator extension is not a teacher of record title and does not have a corresponding city license title and therefore no School District Recommendation is provided and any applications under this title will not be completed. *In order for an already certified teacher to apply for the WBL extension certificate directly an Initial or Professional certificate must be held.*

**SECTION C. CTE RECRUITMENT AND THE CERTIFICATION PROCESS**

The path to becoming a CTE teacher is to pursue a Trans-A certification. This certification is valid for three years and will allow the certificate holder to teach in NYC public schools while working towards the requirements of Initial certification (valid for five years). The answers to many CTE certification questions can be found on [NY State’s CTE FAQ webpage](#).

There are different courses of action for individuals seeking a Trans-A certification based on their professional background. Current certified NYC DOE teachers should refer to the left column in the table below; individuals who have never received a teaching certification should refer to the right column in the table below.

**NOTE:** This guide does not guarantee certification for all candidates. CTE titles vary in their requirements; NY State must consider each applicant’s prior work and educational history before conferring a Trans-A.

 <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><b>NOTE:</b> <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><b>Step 1: Update your resume so that your industry experience, in addition to your teaching experience, is clearly listed.</b></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, <b>you must update your resume</b> so your work experience closely aligns with the</p>	<p><b>Step 1: Review your resume. Compare the way you described your non-teaching industry experience with the State’s <a href="#">CTE Experience requirements</a> webpage.</b></p> <p>Does your resume describe your professional experience in a way that aligns with that description? If not, <b>you must update your resume</b> so your work experience closely aligns with the descriptions you see <a href="#">on the NY State website</a>. You can do this by:</p> <ul style="list-style-type: none"> <li>– Making sure that any experience you have in your industry area is clearly detailed.</li> <li>– Highlighting years of experience or industry credentials you’ve earned in the past.</li> <li>– Consider removing unrelated work experience.</li> </ul> <p>Once you are confident your resume demonstrates your relevant industry experience and credentials, send it (as a PDF or Word Doc) to <a href="mailto:ctehiringsupport@school.nyc.gov">ctehiringsupport@school.nyc.gov</a> so we may add it to <a href="#">the CTE hiring webpage</a>.</p>



descriptions you see [on the NY State website](#). You can do this by:

- 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@otexpverif@nysed.gov](mailto:NYSED@otexpverif@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

**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.

- Include the school's District, Borough and Number

**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

The letter must be emailed to [NYSED@otiexpverif@nysed.gov](mailto:NYSED@otiexpverif@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

<p>required to provide the Certification Unit with all documentation listed above. No exceptions.</p> <p><b>Step 5: Once the NYC DOE Certification Unit determines your eligibility, your school's Human Resource Director will notify your eligibility.*</b></p> <p><i>*Note that not everyone will be deemed eligible.</i></p>	<p>qualified (ex: Computer Technology 7-12 Trans A),</p> <ul style="list-style-type: none"> <li>- 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,</li> <li>- List the effective start date (likely the first day of school),</li> <li>- Include the signature of the principal, and</li> <li>- Include the school's District, Borough and Number.</li> </ul> <p><b>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).</b></p> <p style="color: red;">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!</p> <p>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.</p> <p>Bring the following documents to your appointment:</p> <ul style="list-style-type: none"> <li>- Certificates of completion from NYS-mandated workshops, such as DASA, School Violence Prevention, and Child Abuse Identification (see Step 2);</li> <li>- Letter from your previous employer (see Step 3);</li> <li>- Nomination letter from your Principal (see Step 6);</li> <li>- Official and sealed transcript(s) (if applicable to the Trans-A option you are applying for); and</li> <li>- Evidence of industry credentials (if applicable to the Trans-A option you are applying for).</li> </ul> <p><b>Step 8: Once the NYC DOE Certification Unit determines your eligibility, your school's Human Resource Director will notify your eligibility.*</b></p> <p><i>*Note that not everyone will be deemed eligible.</i></p>
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C1. CTE RESUME EXAMPLE

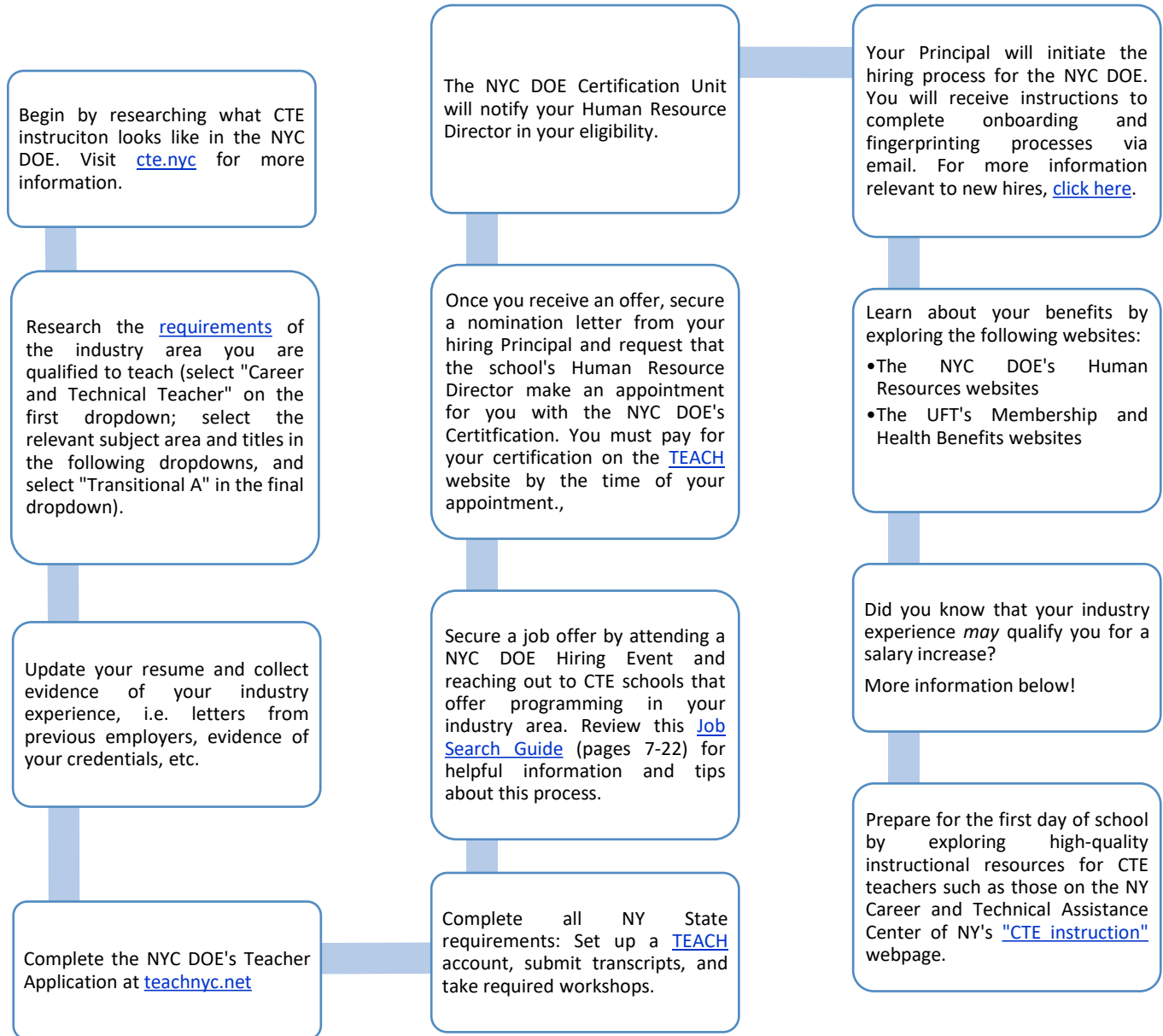
The following is an example of a resume that was revised to describe non-teaching industry experience in Computer Technology to the State title as shown on the State’s [CTE Experience requirements](#) webpage.

**NOTE:** This resume is meant to provide an example of how a candidate must reflect industry experience to the State title in which the Trans-A certificate is sought and is not meant to be a template. Resume will vary depending on the CTE title sought.

<b>Example Resume</b> Bronx, NY, 10470 (111) 222-3333 <a href="mailto:emailaddress@email.com">emailaddress@email.com</a>	
<b><u>EDUCATION</u></b>	
<b>Bachelor of Science, College</b> <i>Major:</i> Computer Information Systems, <i>Minor:</i> Networking	September 2001 – May 2005 College Town, State
<b><u>TECHNICAL CERTIFICATIONS</u></b>	
Cisco Certified Network Associate	Date Earned
Microsoft Certified Systems Professional	Date Earned
<b><u>RELATED EXPERIENCE:</u></b>	
<b>Company #1 Name</b> <i>IT Operations Team Lead/System Administrator</i>	January 2013 – Present New York, NY
<ul style="list-style-type: none"><li>• Maintain, analyze, troubleshoots, and repair computers, peripherals, and printers.</li><li>• Installs upgrades and troubleshoots all Windows Operating Systems, Mac Operating Systems, and corporate-approved Windows and MAC compatible applications.</li><li>• Monitor help desk system queues for unassigned request/tickets and escalate when necessary.</li><li>• Configure Cisco Phone Accounts, Voicemail and Jabber.</li><li>• Capture images and deployed new equipment and devices in accordance to Company’s SOPs.</li><li>• Provide supervision and performance management of Junior Technical team members.</li></ul>	
<b>Company #2 Name</b> <i>System Technician/Admin</i>	October 2007 to December 2012 White Plains, NY
<ul style="list-style-type: none"><li>• Responsible for building new servers and deploying, upgrading, retiring or expanding existing servers in a large, complex environment.</li><li>• Configured and installed Cisco routers and Cabletron smart-stack switches, routers, and hubs.</li><li>• Provided remote and onsite support for servers running Exchange 2000, IIS, DHCP, and print services.</li><li>• Managed several technical accounts; responsibility included the maintenance, backup, and upkeep of entire technology infrastructure (Servers, PCs, Printers, Software, and Network).</li></ul>	
<b>Company #3 Name</b> <i>Technology Coordinator</i>	June 2005 – October 2007 New Rochelle, NY
<ul style="list-style-type: none"><li>• Tested functional integrity of returned equipment, which included testing PBCs, Basic Operating</li><li>• Sent malfunction equipment for repair and maintained and tracked records; received repaired equipment, checked operations and returned to inventory</li><li>• Administered a four server 250 nodes Novell 3.x LAN. Include installation and configuration of servers and workstations.</li><li>• Monitored network activity using various Network management utilities.</li></ul>	

## SECTION D. THE CTE HIRING PROCESS

Below is a visual representation of the steps of the hiring process from application to preparing for the first day of school.



**D1. APPLYING FOR A SALARY INCREASE**

New NYC DOE employees may be eligible for a [salary](#) increase based on prior educational and/or work experience.

- [Salary Steps](#) honor previous paid, full-time teaching experience and/or related non-teaching experience. *Related non-teaching experience may include the industry experience you obtained prior to becoming a CTE teacher.*
- [Salary Differential](#) eligibility extends to pedagogues who exceed the minimum educational level required for their position.

Instructions for how to apply for a Salary Step or Salary Differential are available on the hyperlinked websites. If you qualify to receive these increases based on your work or educational background, be proactive about applying for them as they are not applied automatically.

**SECTION E. APPLYING FOR A TRANSITIONAL A CERTIFICATION & CULTIVATION SUPPORTS**

**E1. STEPS TO APPLYING FOR A TRANS-A CERTIFICATE WITH NYSED**

As of 2017, there are 8 options under which teacher candidates could apply for a Trans-A Certificate (see Figure 1). Please review the following table and identify the option that best fits your background. Note that every option has different requirements teacher candidates need to fulfill to be eligible for each option.

**FIGURE 1. TRANSITIONAL-A PATHWAY OPTIONS AT A GLANCE—Effective as of September 2017**

Trans-A Option	Education Level	Work Experience	Teaching Experience	Industry Credential/ (Existing Teacher Certification)	Industry Level Assessment	Enrolled in an Approved CTE Teacher Prep Program	Workshops & Fingerprinting	District Commitment
Option A	Associate’s degree or higher in the subject of the certificate is sought	A minimum of 2 yrs	n/a	n/a	n/a	n/a	<p><b>ALL OPTIONS must complete a minimum of 2 hrs of each workshop:</b></p> <ul style="list-style-type: none"> <li>• Identification and reporting suspected child abuse or maltreatment</li> <li>• School violence prevention and intervention</li> </ul> <p><b>ALL OPTIONS must complete a minimum of 6 hrs, of which 3 hrs must be face-to-face, of the following trainings:</b></p> <ul style="list-style-type: none"> <li>• Harassment, Bullying, and Discrimination Prevention and Intervention.</li> </ul>	<p><b>ALL OPTIONS require:</b></p> <ul style="list-style-type: none"> <li>• District commitment for 3 yrs of employment;</li> <li>• First yr of mentoring</li> <li>• First 20 days daily supervision.</li> </ul> <p><i>(unless 2yrs of satisfactory teaching grades 7-12)</i></p>
Option B	High School Diploma or equivalent	A minimum of 4 yrs	n/a	n/a	n/a	n/a		
Option C	Associate’s degree or equivalent	n/a	A minimum of 2 yrs teaching at postsecondary level	n/a	n/a	n/a		
Option D	n/a	n/a	A minimum of 2 yrs teaching in NYS Licensed private career school in content area	NY State full private career school teacher license (BPSS)	n/a	n/a		
Option G	n/a	A minimum of 2 yrs	n/a	Hold an industry credential where available OR see next column	Pass industry accepted exam approved by NYSED	n/a		
Option H	Enrolled in an Approved CTE Program	A minimum of 1 yr or pass industry exam	n/a		Pass industry accepted exam or a minimum of 1 yr work experience	Enrolled in CTE Teacher Prep Program		
Option I	n/a	A minimum of 2yrs or industry credential	Holds Valid NY State Grades 7-12 Classroom Teaching Certificate (in another certificate area other than CTE)	Hold an industry credential or work experience	n/a	n/a		
Option J	Bachelor’s Degree or Higher (in CTE field in which the certificate is sought)	At least 1 yr or industry credential	n/a		n/a	n/a		

## E2. TRANS-A REQUIREMENTS FOR ALL NYS TEACHER APPLICANTS

In addition to the requirements listed above, there are specific requirements all teacher candidates need to fulfill to become certified teachers in NY State.

### a) Workshops

*Official Certificates of Completion for each workshop listed below must be submitted to NYSED. Documents may be faxed to (518) 473-0271 or emailed to [ofiadmin@nysed.gov](mailto:ofiadmin@nysed.gov).*

- *Child Abuse Identification & Reporting Workshop*  
2 clock hours of coursework or training is required by Sections 3003(4) and 3004 of the Education Law. This training is available only from a provider approved by the NYSED. A list of service providers is available on the [Child Abuse Identification and Reporting Providers](#) webpage. Contact the individual provider for workshop registration dates and times. Fees vary from provider to provider.
  - Upon completion of the workshop, the provider will give you a Certification of Completion. Send this document to the NYSED, Office of Teaching, 89 Washington Ave., Albany, NY 12234. (Photocopies are acceptable).
- *School Violence Prevention and Intervention Workshop*  
2 clock hours of coursework or training is required by section 3004 of the Education Law. Training in school violence prevention and intervention is available from a list of approved service providers available on the [Approved Providers of Training](#) webpage. Contact the provider for workshop registration dates and times. Fees vary by provider.
  - Upon completion of the workshop, the provider will give you a Certification of Completion. Send this document to the NYSED, Office of Teaching, 89 Washington Ave., Albany, NY 12234. (Photocopies are acceptable).
- *Dignity for All Students Act (DASA) Workshop*  
6 clock hours of coursework or training in accordance with Article 2 Sections 10-18 of the Education Law. Training in Harassment, Bullying and Discrimination Prevention and Intervention is available only from a provider approved by the NYSED. A list of providers is available on the [DASA providers](#) web page. Contact the provider for workshop registration dates and times. Fees vary by provider.
  - The provider will electronically upload your workshop completion to TEACH within 21 days. No paper workshop completion form will be



required if your provider electronically uploads your completion information.

*b) Educational Background Verification*

- Whether your title requires a General Education Diploma, Associates, Bachelors, or advanced degree in the career or technical field in which you are applying, you will need to collect and mail official sealed transcripts to NYSED as evidence that you successfully completed the relevant requirements. Transcripts must be sealed have the candidate's full first and last name, last 4 numbers of social security number and date of birth on the envelope. Transcripts are held by NYSED for 3 years throughout the duration of the Trans-A.
- Candidates who have had a change of name will need to submit a copy of their marriage license, divorce decree or other court order recognizing the name change. Documents may faxed to (518) 473-0271 or emailed to [ofiadmin@nysed.gov](mailto:ofiadmin@nysed.gov).
- Transcripts are held for 3 years, the duration of the Trans-A Certificate.

*c) Fingerprinting Clearance*

- All teacher candidates must be cleared by the NYSED through a *fingerprint-supported criminal history background check*. Detailed information and forms (including the form to submit NYC clearance information to NY State) can be found at the Office of School Personnel Review and Accountability [web site](#).
- Information about the NYC DOE's fingerprinting process is available [here](#).

**E3. ADDITIONAL REQUIREMENTS FOR CTE TRANS-A APPLICANTS (REQUIREMENTS VARY BY TRANS-A OPTION)**

*d) School District Employment and Support Commitment Letter*

- This letter should be submitted by the hiring school's Human Resource Director through TEACH and it should describe the terms of the applicant's employment. Terms of employment in Year 1 should include a mentored experience that will consist of daily supervision by an experienced teacher during the first 20 days of teaching (not required if the candidate has two years of satisfactory employment as a teacher of students in grades 7 through 12 in a public or nonpublic school or Boards of Cooperative Educational Services).

*e) Occupational Work Experience*

- Applicants must document professional work experience in the field for which certification is sought. Experience can be verified by providing an original letter from the employer specifying the responsibilities of the job, whether it is full time or part time (indicate percentage, if part time), and the beginning and ending dates of the employment.

- For self-employed experience, the applicant must provide letters from three individuals associated with applicant's business. These letters should be from the applicant's accountant, attorney, or an officer of a supply company with which the applicant has done business. Attestations from the applicant's customers, employees, or family members are not acceptable for this requirement. In their letters, the appropriate individuals must attest to the nature of the business, the length of time of their association with the applicant, and that the work has been done in a satisfactory and competent manner.
  - For additional information on the occupational work experience requirement for your certificate go to [Occupational Work Experience](#).
- f) *If applicable: An Industry Related Credential or Passed an Industry Accepted CTE Exam*
- The candidate shall either:
    - Hold an industry related credential in the certificate area sought or in a closely related subject area, or
    - Receive a passing score on an industry accepted CTE examination that demonstrates mastery in the CTE subject for which a certificate is sought or a closely related area as approved by the department through a request for qualifications process.
  - Currently, the NYC DOE is in the process of working with NYSED to identify eligible credentials. Until then, the Trans-A options (see table on P. 13) that require an industry credential cannot be used.
- g) *If applicable: A Valid NYS Teacher License or Certification*
- Public school employees: the candidate must hold a valid NYS Grade 7-12 academic [classroom teaching](#) certificate
  - Private school employees: The candidate must hold a valid NYS Full Private Career School Teacher License issued by the NYS office of Bureau of Proprietary School Supervision (BPSS) in the CTE field in which the application is submitted.
- h) *If applicable: Paid Post-Secondary Teaching Experience*
- At least two years of satisfactory teaching experience at the post-secondary level in the certificate area to be taught or in a closely related subject area. The candidate must be a professor, assistant professor, associate professor or adjunct professor. Experience as a teaching assistant or graduate assistant or in any capacity other than as a professor is not acceptable. Professors must teach at least one course for two semesters per year for two years. The chairperson of the department must verify that the experience was satisfactory.

#### E4. PREPARING FOR THE NYC DOE CERTIFICATION UNIT EVALUATION

Your hiring school's Human Resources Director should make an appointment for you to meet with the NYC DOE Certification Unit. By the time of your scheduled appointment you must complete and submit payment for your TEACH application. Be sure you are selecting the correct CTE Title before you pay the fee! The NYC DOE Certification Unit can be contacted at 718-935-2473.

In order to ensure your appointment with the NYC DOE Certification Unit is successful, you must bring hard copies of the following:

- Official transcript(s) must be sealed have the candidate's full first and last name, last 4 numbers of social security number and date of birth on the envelope;
- Candidates who have had a change of name will need;
- Nomination letter from Principal with the specific CTE program name and title relevant to your role;
- Evidence of industry credentials, licenses, or industry-related exams (if applicable);
- Certificates of completion from NY State-mandated workshops, such as DASA, School Violence Prevention, and Child Abuse Identification;
- Letter(s) from your previous employer(s) detailing your prior work responsibilities; and
- Evidence of completed and paid [TEACH](#) application to NYSED.

The NYC DOE Certification Unit will evaluate your credentials to determine if you meet the qualifications for the title you are seeking.

## SECTION F. ONBOARDING AND RETENTION

### F1. RECOMMENDATIONS FOR SCHOOLS—ONBOARDING AND RETENTION

Hiring schools should take care to plan and implement specific, individualized supports for new CTE teachers. *Most pathways to Trans-A certification do not require any field hours or student teaching, so new CTE teachers will need extra support to master critical pedagogical and professional skills.* These include, but are not limited to:

- Lesson and unit planning
- Understanding how to assess students' needs and differentiate accordingly
- How to build relationships with all students, including students of diverse backgrounds, with special needs, and non-native English speakers
- Classroom management strategies

- How to establish and maintain classroom routines
- How to keep records of student progress, attendance, homework, and parent interactions
- How to collaborate with other pedagogical and non-pedagogical school faculty to ensure a productive, safe school climate for all

Schools can implement any of the following to support a new CTE Trans-A teacher:

- Encourage your new CTE teacher to register to attend [New Teacher Week](#) in August. Sessions of particular interest to them may include the *Introduction to Danielson’s Framework for Teaching* and *Classroom Management for Grades 6-12* sessions.
- Assign an experienced teacher who is passionate about developing new teachers to serve as the new CTE teacher’s [mentor](#). If possible, allocate for one period of release time per week for the mentor to observe the new teacher and provide classroom-embedded support.
  - o To prepare for the role, the mentor may wish to take advantage of the [year-round Mentor Training Sessions](#) provided by the NYC DOE’s Division of Teaching and Learning.
- A list of criteria for “new teacher readiness” is available [here](#) and can be used to help school administrators, new teacher mentors, and the school induction committee to planned targeted supports in each area.
- Encourage your CTE teacher to avail themselves of supports outside of your school building, including:
  - o [Subscribing](#) to the NYC DOE’s *CTE Spotlight* newsletter and [explore past editions here](#)
  - o Reading the [First Class newsletter](#) (written specifically for first-year teachers)
  - o Following the NYC DOE’s [I Teach NYC](#) blog
  - o Exploring [WeTeachNYC.org](#)’s library of resources
  - o Staying connected to the NYC DOE’s CTE office [here](#) and attending the annual NYC DOE CTE Conference (late January)
  - o Exploring professional development opportunities such as those offered by the [UFT Teacher Center](#)
  - o Connecting to NYS and National CTE-specific resources such as:
    - [New York State Career and Technical Education](#)—[Click here](#) to join the email list-servs by CTE subject area.
    - [Association for Career and Technical Education](#)
    - [CTE Technical Assistance Center of NY](#)

- [The United States Department of Education Office of Career, Technical and Adult Education](#)

## F2. NYC DOE NEW TEACHER SURVEY 2017 RESULTS

Over 1,000 new teachers in all five boroughs responded to the annual Six-Week Survey for New Teachers in October 2017. *Their responses offer insight into the new teacher experience that may shape your approach to supporting all of your new hires, especially your new CTE teachers.*

At the six-week mark of the 2017-2018 school year, survey respondents reported the following:

- 83% of new hires with an assigned mentor reported feeling *very comfortable* or *comfortable* in approaching their mentor for feedback
- *My mentor* was the most common response to the question “from who do you receive the most instructional support?”
- 49% of respondents said that the most helpful activity mentors engaged in with them was *guiding them to appropriate instructional resources for their students*
- 40% of respondents said their mentor spends time in their classroom on a *daily* or *weekly* basis, but 47% of respondents said they *rarely* or *never* spend time in their mentor’s classroom to observe strong teaching practices in action
- The top two school-based supports that were most helpful to respondents were:
  - *Encouragement, assistance, or support from a Principal, Assistant Principal, and/or other school leader*
  - *Feedback after formal or informal visits to my classroom*
- 98% *strongly agreed* or *agreed* that their professional growth was a top priority
- *From my principal* was the top response to the question “from where or whom do you most frequently hear about professional development opportunities that occur outside of your school?”
- 59% *strongly agree* or *agree* that the NYC DOE cares about supporting new teachers in the earliest stages of their careers
- The highest area of career satisfaction for respondents was *their relationship with their students* and the lowest area of career satisfaction for respondents was *the support they’ve received as a new teacher.*

For more information on these data points or the New Teacher Survey, contact [CTEhiringsupport@schools.nyc.gov](mailto:CTEhiringsupport@schools.nyc.gov).

### F3. *APPLYING FOR ADDITIONAL CERTIFICATES AFTER THE TRANS-A CERTIFICATE*

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 Professional Certificate requirements include an additional 9 credits of pedagogical core (Instructions & Assessment, Literacy Skills Methods and Classroom Management) and successfully passing the Educating All Students Exam. The Professional Certificate is maintained by completing Continuing Teacher and Leader Education (CTLE) courses. Candidates interested in applying for an Initial and Professional Certificate must apply under the same Trans-A option for which they received their Trans-A.

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.