

Requirements for Graduation and Teacher Certification (MS Students)

| Title | Activity | Recommended Date to Complete | Date Completed |
|----------------------------|---|--|----------------|
| NYSTCE | Pass all NYS exams: LAST, ATS-W, CST—Multi-Subject (Elem. Ed.); CST—content area (Adol. Ed.); CST—Literacy (Literacy); CST—Special Ed. (Special Ed.) www.nystce.nesinc.com | LAST- 1 semester ATSW-late 1 st semester, early 2 nd CST-2 nd semester or early 3 rd | |
| Fingerprinting | Requirement for NYS certification Fingerprinting appt. available at Amherst Campus, room 133, or Buffalo Campus, 77 Humboldt, or local Police Station. Fee varies See 17-page document “Guidelines for Certification” or multi-media tutorial at www.medaille.edu/studentteaching | 1 st semester | |
| Fingerprinting Application | Complete an online fingerprinting application with NYS at www.highered.nysed.gov/tcert/teach/ Approx \$94 fee. | 1 st semester | |
| NY Teaching Application | Create a teaching application with NYS at www.highered.nysed.gov/tcert/teach . This is your TEACH account. Approx \$50 fee. Application guidelines available at www.medaille.edu/studentteaching/ . Use 17-page document, “Guidelines for Certification” or the multi-media tutorial. Choose initial certification. Choose Childhood Education. Codes: childhood education—30681; adolescence education—32335 | 2 nd semester | |
| Coursework | All required coursework has been completed | Last semester of attendance | |
| Transcripts | All official transcripts have been received by the Registrar’s Office | Last semester of attendance | |
| Holds | No college holds on any account | Last semester of attendance | |
| Graduation Fee | Apply online for graduation—contact the Registrar’s Office. (You must apply to graduate to receive your diploma and be certified to teach—whether or not you attend the ceremony.) Pay graduation fee (approx. \$50) to Business Office | Last semester of attendance | |
| Recommendation Form | Submit a “Medaille College Recommendation Form for a New York State Teaching Certificate” to the OSTC. (Landscape form found on student teaching website, www.medaille.edu/studentteaching , under “Forms.” [Must include student ID number and SSI/SSN on form.] | Last semester of attendance | |
| OCT | Submit hard copy application for an OCT teaching certificate. NOTE: Once NYS certifies you, print the “Issued” screen from your TEACH account and send to OCT. (for Canadian students only) | Last semester of attendance | |