

Office of Student Teaching/Certification

Top Reasons Students Can Be Certified to Teach

- 1. Has created a teaching application with NYS at www.highered.nysed.gov/tcert/teach/**
(Requires a \$50 application fee)

See guidelines for completing this application on our website at www.medaille.edu/studentteaching and click on Certification and click on Guidelines for New York State Certification (and for Canadian students: Guidelines for Ontario College of Teachers Certification)
- 2. Has successfully completed all required NYS exams:**
LAST, ATS-W, CST—Multi-subject
- 3. Has been fingerprinted and submitted fingerprint cards to NYS**
Can be fingerprinted at Medaille (\$25 cash US) or at a local police station
- 4. Has submitted a fingerprint application with NYS on www.highered.nysed.gov/tcert/teach/**
Visit <http://www.medaille.edu/studentteaching/fingerprinting.asp> for more information
(Requires \$99 US fingerprint application fee)
- 5. Applied for the correct certificate on NYS TEACH account**
Must apply for the “initial certificate.” See guidelines on our website www.medaille.edu/studentteaching
- 6. Can be recommended for certification by Medaille College. Why?**
 - a. All final grades have been received
 - b. All official transcripts have been received (showing receipt of undergraduate degree and/or conferral or completion of liberal arts courses)
 - c. All HOLDS on their account have been resolved (financial, academic, etc.)
 - d. Submitted an Application for Graduation
 - d. Paid the \$50 graduation fee
 - f. Medaille degree has been conferred
 - e. Submitted a completed College Recommendation for a NYS Teaching Certificate form (with no missing information) to the Office of Student Teaching/Certification