

Educator Preparation Program Handbook

Relay New York Certification || Class of 2024

Introduction

Welcome to Relay Graduate School of Education and the New York Campus. Relay GSE is a New York state Transitional B certificate granting institution. While working toward your MAT and Initial certification, you must hold a Transitional B teaching certificate. A [Transitional B Certificate](#) is a provisional certificate all students are required to hold while enrolled in a Relay GSE New York Transitional B program. This certificate is only valid while a student is enrolled in a Relay Transitional B program, teaching in an approved New York school, and is valid for up to three years OR the amount of time it takes to graduate from your Relay GSE program, whichever is the lesser amount in time. We look forward to supporting you while you attend Relay New York. Please use this guide as you complete your New York State certification requirements.

This guide contains important information and upcoming deadlines for your New York teacher certification while you are enrolled at Relay GSE. If you have any questions about certification, you can:

- Visit the New York State [Office of Teaching Initiatives \(OTI\) website](#)
- Reach out to your faculty advisor
- Email support@relay.edu with questions
- Speak with someone at Relay on the phone or via Zoom video conference office hours by signing up [here](#).

COVID-19 Emergency Certification Guidelines

Relay continues to monitor the [COVID-19 Emergency Certificate guidelines](#) by the New York State Education Department. New York State currently offers an Emergency COVID-19 certificate for teachers seeking Trans-B, Initial and Professional Certification. For more information on the COVID-19 Emergency Certification, please read the corresponding sections of this certification guide. The deadline to apply for the Emergency COVID-19 Certificate is **September 1, 2022**.

NOTE: Throughout this guide, the plural terms “certificate(s)” and “major(s)” will be used as some Relay NY graduate students are pursuing two certificates (Ex: Dual Cert. (SPED): Adolescent 7-12 Teaching Exceptional Learners/Middle Childhood Generalist 5-9) through Relay’s Dual Certificate TEL (Teaching Exceptional Learners) program while other teachers are pursuing a single certificate (Ex: Childhood Education (grades 1-6), Secondary Mathematics (grades 7-12)).

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The Sequence of Teaching Certificates in New York

During your academic program at Relay	Upon completing your program at Relay	After 3 years of relevant teaching experience
Teachers hold a <i>Transitional B</i> certificate	Teachers are recommended* for <i>Initial</i> and <i>Professional</i> certificates	Teachers are eligible to apply for a <i>Professional</i> certificate. NYSED Guidance here .

*Relay GSE NY recommends teacher candidates for initial and professional NYS certification once all relevant requirements are met (coursework, prerequisite credits, etc.)

Relay New York - NYSED Transitional B Certification Policies

Incoming Class of 2024 Masters of Arts in Teaching (MAT) students are [required by the state of New York](#) to hold a Transitional B certificate. In order to maintain enrollment, you must have applied for the Transitional B and Emergency COVID-19 Certificate by **September 1, 2022** (see *COVID-10 Emergency Certification* section below). If you do not apply for the Emergency certificate by September 1, 2022 you must hold a valid Transitional B certificate no later than **October 3rd, 2022** ([Fall term Census Date](#)). Students who do not meet either deadline may be placed on a certification hold and may not be eligible to continue in their program and thus may not be eligible for certification through Relay. Know that if you do not obtain your Emergency certificate by 9/1/2022, you will be **uncertified** until you pass all required certification exams. **In order to help ensure all Class of 2024 Graduate Students are certified while enrolled at Relay, all Class of 2024 Graduate Students must apply for their Transitional B and Emergency COVID-19 Certificate(s) by 9/1/2022, and submit proof of all certificate applications to their [Anthology Portfolio](#) licensure portfolio by 10/3/2022. Please read on for additional information on meeting this deadline.**

In order to receive your Transitional B certificate, you must:

- Be enrolled in a Transitional B certificate program
- Serve as the Teacher* of Record in a Relay New York approved partner school
*If you are enrolled at Relay in the Teaching Residency program, you should hold a resident teacher role.
- Receive school-based mentorship in the area of your Transitional B certificate while teaching
- Complete required NYS workshops and pass certification exams aligned to certificate(s) sought
- Complete required [fingerprinting](#)

If students do not hold a Transitional B certificate prior to the completion of their MAT academic coursework, students may not receive their initial or professional certificates through the Transitional B Teacher Preparation program pathway. Rather they'd pursue certification through the *Approved Teacher Prep Program Trans B Certificate Progression* pathway on TEACH.

NOTE: Due to the COVID-19 public health emergency, Relay is providing flexibility on certification exam deadlines and Trans B issuance. Please see "[Steps to Certification](#)" for updated deadlines to Relay's certification policy for the Class of 2024.

Relay New York Dual Certificate Program Policy

Students who are candidates for Relay GSE's **Dual Certificate (TEL)** program in general and special education **must apply for, and be in active pursuit of, both New York State Transitional B teaching certificates; one for each of their majors and corresponding licensure areas.** Failure to actively pursue both certificates may result in a [certification hold](#) (see policy below). While working to satisfy Transitional B certification exam requirements for both endorsement areas (generalist *and* students with disabilities), candidates should apply for Emergency COVID-19 Certificates (see section below).

COVID-19 Emergency Certification

The Emergency [COVID-19 Certificate](#) allows teachers extra time to complete certification exams given the impact of the COVID-19 pandemic on teacher candidates. Teachers must apply for the non-emergency certificate or extension sought (e.g., Transitional B, Initial certificate) **on or before September 1, 2022** on TEACH. They must **also** apply for the Emergency COVID-19 certificate or extension, in the same title as the non-emergency certificate or extension **on or before September 1, 2022.** **Note: Graduate students in Relay GSE's Dual Certificate TEL program must apply for both Transitional B certificates and both COVID-19 Certificates if the Trans B certificate(s).**

If candidates have a disapproved or withdrawn application for the non-emergency certificate or extension on file (e.g., Initial Childhood Education certificate), they must submit a new application and fee for the non-emergency certificate as one of the requirements for the Emergency COVID-19 certificate.

- **Application Fees.** There is no fee to apply for the Emergency COVID-19 certificate. Candidates must pay the application fee for the non-emergency certificate (ex: Trans-B) sought.
- **Application Process.** To apply for the Emergency COVID-19 certificate, select "Emergency COVID-19" as the certificate type during the application process in [TEACH](#).
- **Validity Period.** The Emergency COVID-19 certificate is valid for two years.
- **Renewal.** The Emergency COVID-19 Certificate cannot be renewed after its two-year validity period.

Please reference the [NYSED website](#) for details regarding renewal of the Emergency COVID-19 Certificate.

Changes to Teaching Context, Placement, and/or Responsibilities & Major Change Policy

While enrolled at Relay, graduate students' major, certification area, coursework, and teaching placement must align. For example: A teacher whose major and certification area is Adolescent Mathematics grades 7-12 must be taking mathematics methods coursework at Relay, *and* teaching mathematics at their school in grades 7-12. If any of these components of a teacher's context change, candidates must notify Relay as soon as possible (using the [student update form](#) and in your Placement Journal entries in Anthology Portfolio). Depending on the nature of the change(s) to the teacher's context, the teacher may need to initiate changes to their enrollment and/or certification area. This may

include making a change to your major at Relay. You'll work with the student services team to ensure all aspects of your teaching context and placement are aligned with your certification area and coursework at Relay. You can read about certification, prerequisite credit requirements, and coursework implications by major [here](#). You can request a change to your major [here](#).

To be approved for a major change, you will need to submit a [major change request form](#) and sign up for a [major change office hour appointment](#) to talk through how a major change may impact your certification and academic status. Students who change their major may be required to pay for new Transitional B certificate application(s) on TEACH and pass the CST(s) exam(s) that align with their new major, even if they have already applied for a Trans B and passed CST exam(s) for their previous major. Students who change their major after the term's census date may be placed on a certification hold (see next section) until they [upload](#) proof of passing the applicable certification exams and proof of payment for their Transitional B certificate application that aligns with their new Relay GSE major(s).

Anthology Portfolio

Anthology Portfolio is an assessment, accreditation and licensure tracking tool that enables Relay students, faculty, staff, and partners to document and view progress towards educator preparation program completion and licensure. The tool collects candidate data and artifacts assessed at designated transition points (e.g., eligibility for qualified clinical experience, program completion). Anthology Portfolio supports collaboration between Relay, candidates and partners to ensure that candidates have positive, supportive, and aligned clinical experiences.

Shortly after signing Relay's enrollment agreement, students will receive an email with their User ID and Password for Anthology Portfolio in your Relay student account. Please check your Spam or Junk email folder if you do not receive this within 2 business days of signing the enrollment agreement. If you do not have an active account after this period, please contact support@relay.edu for assistance.

Students will access Anthology Portfolio frequently over the course of their enrollment to demonstrate evidence of meeting program requirements, such as NYSTCE exams or workshops. Students will receive an initial training on Anthology Portfolio in their summer orientation. Should students need assistance with Anthology Portfolio while enrolled, they may reference [Relay's Anthology Portfolio User Site](#) or email support@relay.edu.

Certification Holds

Students may be placed on a [certification hold](#) if they do not meet certification requirement deadlines outlined in the table below (titled "[Steps to Obtaining Trans-B certification](#)"). Students who are on a certification hold will not be registered for the upcoming term until their hold is lifted, and may be

required to meet with their academic advisor to discuss a plan to come off of the certification hold. School leaders and partners will be notified if their teachers are on a certification hold. If students do not clear their holds by the end of the term, they may be administratively withdrawn from Relay GSE. More information on certification holds can be found on Relay's Support Center, [here](#).

Leave of Absence/Withdrawal Policy

Transitional B certificates are only valid if you are actively enrolled as a student at Relay and are valid for up to three years. Upon taking a leave of absence or withdrawing from Relay GSE, Relay GSE will inform New York State to deactivate a student's issued Transitional B certificate and/or Emergency COVID-19 certificate and Transitional B certificate recommendations will be rescinded. Information on Relay GSE's Leave of Absence policy can be found in Relay's Support Center, [here](#).

Re-enrollment Policy

Upon re-enrolling in Relay, students must adhere to the certification guidelines for the entering class year. If a student held a Transitional B certificate prior to their leave, Relay GSE will recommend that the Transitional B certificate is reinstated at the start of their returning term. If a student requests a new major, their certification must align to the new major upon re-enrollment. If certification requirements are not met upon re-enrolling at Relay GSE, students may be placed on a certification hold until requirements are met. A hold can impact course registration and may impact progressing through Relay's program. To begin the re-enrollment application for Relay New York, [click here](#).

Program Transition Points: Steps to Obtaining Trans-B Certification

Use the table below to navigate through the required actions to obtain your Transitional B and Initial certification in New York state. Each step is described in detail following the table.

Step	Action	Owner	Due Date	Cost
1	Receive fingerprint clearance and/or complete background check. Note: Relay does not internally collect proof of fingerprinting.	You and/or P-12 school	9/1/22	\$102+
2a	Complete the following requirements and submit materials to Relay 1. Workshops : - Child Abuse Intervention - School Violence Prevention - Dignity for All Students Act (DASA) 2. Transitional B certificate(s) application(s) - Apply for your COVID-19 Emergency Certificate(s) if you will not/do not hold a Transitional B by 9/1/2022 3. Submit proof of workshop completion, Trans-B application(s) and Emergency COVID-19 Certificate Application(s) in Anthology Portfolio	You	9/1/22	~\$75+/workshop \$50/ certificate The COVID-19 Emergency Certificate(s) is free.
2b	Take and Pass all certification exams : 4. Applicable Content Specific Tests (CSTs) 5. Educating All Students (EAS) All teachers in the Class of 2024 must hold a valid issued teaching certificate (emergency or Non-Emergency) in their Relay major(s) in order to remain enrolled at Relay.	You	By the expiration date of your issued Emergency COVID-19 Certificate(s) 10/3/2022 if you did not apply for your Trans-B and Emergency COVID-19 certificates by 9/1/2022	\$250 - \$650/ CST exam \$80 for EAS exam
3	Submit official, passing CST(s) and EAS exam score reports to Relay in Anthology Portfolio	You	See 2b Above	N/A

4	Send Transitional B certificate institutional recommendation to New York State	Relay	Upon enrollment and proof of completing introductory component (3 workshops and summer coursework)	N/A
5	Complete requirements for your Initial Certificate: • Meet all Trans B requirements (recommended) • Complete mentored teaching in the area of your certificate(s) • Satisfy any outstanding prerequisite credits • Complete Relay coursework in good academic standing • Pass Students with Disabilities CST (060) (TEL only) • Receive institutional recommendation(s) on TEACH • Apply for your Initial certificate upon graduation/degree conferral**	You	Prior to graduation (Tentative 6/5/2023)	EdTPA: \$300 Students with Disabilities CST (Exam 060): \$122 \$50/certificate
Total Cost Estimate*				\$1,000-\$1,500

*Matriculated MAT students seeking financial assistance with the costs of certification may be eligible to supplement costs through federal financial aid. Please contact an advisor (assigned in Fall I), sign up for [office hours](#), or email support@relay.edu for more information.

**Do not apply for an Initial certificate until your degree has been conferred and you have an Initial certificate recommendation from Relay. This typically happens at the end of your second year.

Students who do not meet the above deadlines may remain enrolled in their current term coursework but may be placed on a [certification hold](#), which will prevent students from being registered for courses the following term. Students who do not resolve their certification hold may be administratively withdrawn from Relay.

Step 1: Receive fingerprint clearance and/or complete background check

Due date: September 1, 2022

All applicants for certification are required to be fingerprinted in order to work in New York state public schools. For details on the process, reference NYSED's guidance [here](#) or reach out to your school leader. Your fingerprint clearance should display in your NYSED TEACH account upon completion (usually 5-10 business days, but possibly longer during high volume time periods). You can learn how to create your NYSED TEACH account using this [TEACH guide](#).

The DOE has officially transitioned all fingerprinting to the external vendor IdentoGO by Idemia. With this transition, the DOE no longer processes fingerprints in-house at the HR Connect Service Center at 65 Court Street. As of May 5th, applicants will be directed to begin scheduling their fingerprinting directly with IdentoGO. If you have any questions about this change, please reach out to the Office of Employee Relations at EmployeeRelations@schools.nyc.gov.

Step 2a: Complete the three required New York State workshops, apply for your Transitional B certificate application(s), and submit materials to Relay in Anthology Portfolio

Due date: September 1, 2022

Relay will recommend you for your Transitional B certificate(s) once you have completed the three required New York State workshops (DASA, Child Abuse Intervention, School Violence Prevention) and have submitted proof of completion in your [Anthology Portfolio](#) licensure portfolio.

For guidance on how to submit your materials to Relay, see the [Anthology Portfolio User Guide](#).

Required Workshops

1. Dignity for All Students Act (DASA) (synchronous/asynchronous, 6 hours total)
 - a. Information regarding registering for a DASA workshop at Relay will be released in the late Spring of 2022. You can register for a Relay DASA workshop [here](#).
 - b. If none of the Relay workshop dates work with your schedule, it is your responsibility to complete your DASA workshop with another NYS-approved provider. You can view a list of NYSED-approved DASA Workshop providers [here](#).
 - a. You may also complete DASA (as well as SVP and CAI) through *Premier Continuing Education* [here](#).
2. School Violence (online only, ~1 hour)
 - a. Sign up at www.violenceworkshop.com
 - b. Use code COLLEGE for discount
 - c. You can also sign up through Premier Continuing Education [here](#)
3. Child Abuse Intervention (online only, ~1 hour)
 - a. Sign up at www.childabuseworkshop.com
 - b. Use code COLLEGE for discount
 - c. You can also sign up through Premier Continuing Education [here](#)

Apply for your Transitional B Certificate on TEACH ([See Appendix A](#))

After setting up your TEACH account, apply for your Transitional B teaching certificate(s). Dual Certificate majors should apply for **both** Transitional B certificates (ex: Adolescent 7-12 Students with Disabilities *and* Middle Childhood Generalist 5-9).

If you have not met all Transitional B certificate requirements by **September 1 2022**, you must also apply for the Emergency COVID-19 Certificate(s) in your major(s). New York State will not issue you a COVID-19 Emergency Certificate if you have not applied for the non-Emergency certificate (e.g., Trans-B) aligned to your major(s) at Relay GSE. To ensure you are teaching under an issued New York State teaching certificate, you must apply for your Transitional B certificate(s) and COVID-19 Emergency Certificate(s) by **September 1, 2022**.

COVID-19 Emergency Certification Guidelines

New York State currently offers a COVID-19 Emergency certificate for teachers seeking a Trans-B, Initial and Professional Certification. For more information on the COVID-19 Emergency Certification, please read the corresponding sections of this certification guide. Relay continues to monitor the [COVID-19 Emergency Certificate guidelines](#) by the New York State Education Department. For the most up-to-date information, current graduate students should visit [this Support Center article](#).

Step 2b: Take and Pass Your Certification Exams

Due Date: By the expiration date of your Emergency COVID-19 Certificate. If you do not apply for your Trans-B and Emergency COVID-19 certificate(s) by 9/1/2022, you will be placed on a certification hold and must pass all exams by January 9th 2023 (the final date of Fall 2022 term) in order to continue your enrollment at Relay NY.

Reference [Appendix C](#) to determine the required CST exam(s) for your program, major(s), and certificate pathway(s). When you register for your exams through Pearson, **be sure to list Relay Graduate School of Education - New York as the score recipient or reporting institution** so that we receive your exam scores. Note: You must list Relay as your reporting institution each time you register for an exam for Relay to get the results. You must register to take your exams by **August 14th 2022** in order to get an [exam score](#) by **September 1st, 2022**.

You can register for all certification exams [here](#). Even if you do not pass an exam, you must upload your official score reports to your [Anthology Portfolio](#) licensure portfolio

Certification Exam Supports & Preparation

Relay is committed to supporting you in successfully completing New York certification requirements. See [Appendix D](#) for a list of free and low cost resources to help you study for your exams. Throughout your enrollment, Relay faculty also offer a variety of free certification exam workshops; please monitor

your Relay student email address for communication throughout your enrollment. **We recommend allocating anywhere from 20 - 40 hours to prepare for your certification exams.**

Exam Accommodations

NYS allows for alternative testing arrangements that are reasonable in the context of a certification test and supported by documentation for the following examinees that would not be able to take the test under standard conditions:

- Examinees with disabilities
- Examinees whose religious practices do not allow them to take tests on Saturdays (applies only to paper-based administrations)

If you require alternative testing arrangements, we recommend beginning the process as soon as possible; in the past, candidates report that NYS takes several weeks to process requests and often requests more information. Click [here](#) for more information.

Step 3: Submit official, passing CST and EAS exam score reports to Relay

Due date: By the expiration date of your Emergency COVID-19 Certificate(s) or January 9th, 2023 if you did not obtain your emergency certificate(s).

For students who did not apply for the Emergency COVID-19 Certificate and Trans-B certificate(s): Students who have taken and submitted official score reports for all required exams, but have not yet passed all required certification exams for their major by Sept 1, 2022, may be placed on a certification hold. Students must submit official, passing score reports for ALL exams on their [Anthology Portfolio](#) licensure portfolio.

What happens if I don't pass exams by my due date?

Students who do not pass their certification exam(s) by Relay's deadline may be placed on a [certification hold](#) and may be administratively withdrawn at the end of term if the hold is not lifted. It is essential that students work closely with their academic advisors to develop a study plan should they go on a certification hold for failure to pass certification exams.

Step 4: Relay GSE sends your Transitional B certificate institutional recommendation to New York State for certification

Once you have demonstrated completion of DASA, SVP, and CAI workshops *and* submitted proof of applying for your Trans-B certificate(s) and Emergency COVID-19 Certificate(s) on TEACH to Anthology Portfolio, you will be recommended for certification on TEACH. In light of the COVID-19 pandemic, Relay will recommend you to NY State for your Transitional B certificate upon completion of three workshops, rather than waiting to receive passing scores on all certification exams. Recommending you early for your Transitional B certificate will help ensure you receive an issued COVID-19 Emergency certificate as long as you have applied for your Trans-B and Emergency certificate(s).

Step 5: Complete requirements for your Initial Certificate

Due date: Prior to graduation (Tentative June 3, 2024)

Your Transitional B certificate is only valid while you are enrolled at Relay GSE. Your Emergency COVID-19 certificate is valid for [two years](#). In order to be certified upon graduation, you must pass all required coursework, have an overall GPA of 2.7 or higher and a B- or higher in all courses, and obtain a conferred degree. You then will apply for your Initial certificate on TEACH. Teachers in Relay's Dual Certificate program must also pass the 060 Students with Disabilities Exam by the time their degree is conferred. When you complete your Relay GSE program or leave Relay GSE, your Transitional B certificate is no longer valid.

Relay GSE will recommend you for your [Initial](#) and [Professional](#) teaching certificates after you complete all program requirements, including the academic program and satisfying [outstanding prerequisite credits](#) (if applicable). It is your responsibility to complete the following action steps to meet NYS Initial certification requirements:

- Meet all requirements of the Trans B certificate (e.g., pass all certification exams).
- Successfully complete mentored teaching in the grade level(s) and subject area of your Trans B certificate.
- **Teachers in the Dual Certificate in Special Education program must pass an additional CST exam: Students with Disabilities (060).** Note, this exam is not a graduation requirement. It is, however, a requirement for your Initial teaching certificate.
- Satisfy any [outstanding prerequisite credits](#).
 - As required by [New York State](#), all students must demonstrate a necessary number of prerequisite credits aligned to their teaching certification prior to graduation and Initial license recommendation. The [Credit Guide](#) outlines the prerequisite credit requirements for each Relay academic program and certification area. Relay will notify students of their transcript evaluations, and provide steps to satisfy prerequisite credit requirements if any are outstanding.
- Complete Relay GSE coursework and maintain a cumulative GPA of 2.7 or higher, and earn grades of B- or higher in all courses.
- Apply and pay for your Initial Certificate(s) through TEACH.
 - You may apply for your Initial certificate(s) prior to passing the edTPA. Your certificate will be issued after your passing score is logged in TEACH and all other requirements are met (ex: 060 SWD CST for Dual Certificate students). The TEACH program code you will need to apply for your initial is the same as the code you used to apply for your Transitional B certificate (see [Appendix A](#)).

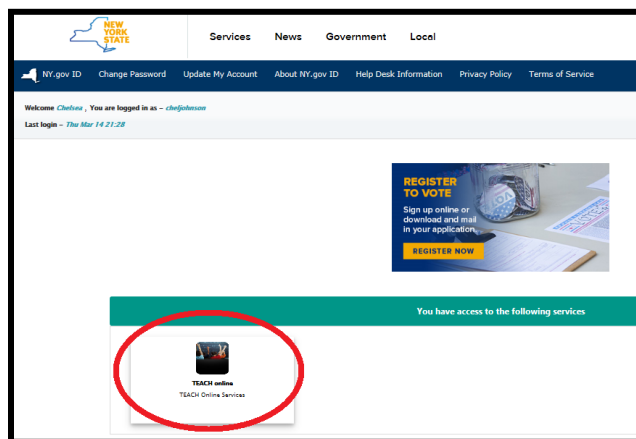
Appendices

Appendix A: Apply for your Transitional B Certificate

In order to obtain your certificate, you are required to apply and pay for your certificate after creating a NYSED TEACH account. Follow the steps below for guidance on this process. For additional assistance, you may refer to [this guide](#) to navigating TEACH.

Step 1: Self-register for a TEACH account [here](#).

Step 2: After creating your account, you will need to complete your profile.

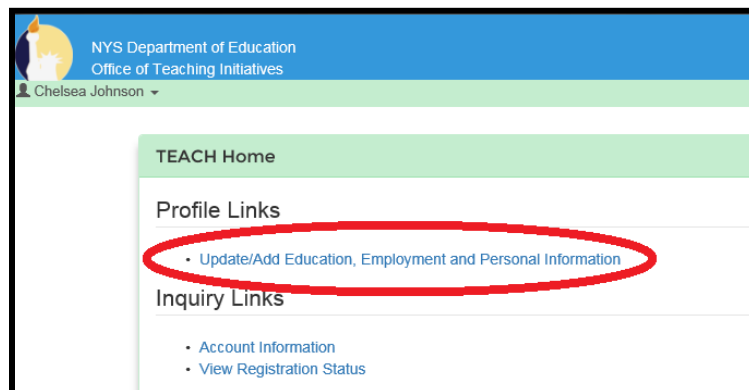


Step 3: Enter your Social Security Number.

Step 4: Follow the prompts to create your profile.

Step 5: Enter and confirm your email address.

Step 6: Select the option to Update/Add Education, Employment, and Personal Information.

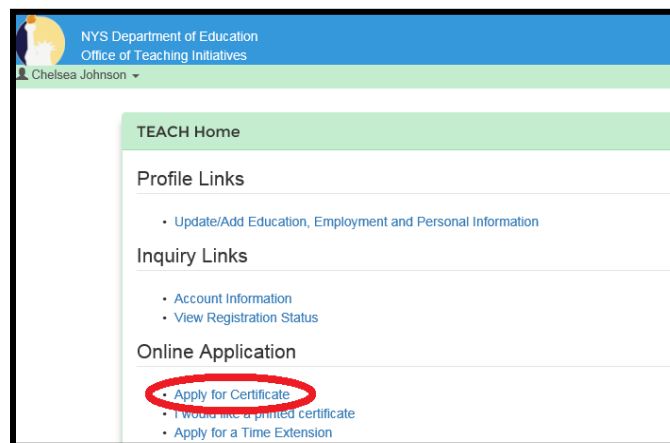


Step 7: Complete the Education Information field with the following information:

- Institution: *Relay Graduate School of Education*

- Date received: Leave blank and revisit once you graduate from Relay NY
- Dates attended: If you enroll in Relay during the summer of 2022, enter 7/01/2022 - 8/01/2024.
- Number of credits: 36
 - If you are in **Relay's Dual Certificate (TEL) program**, enter **42 credits** rather than 36
- Major: select "OTHER" then type in your exact Relay major/certification area (ex: Childhood Education Grades 1-6).

Step 8: Apply for your Transitional B certificate(s) **and** Emergency COVID-19 Certificate(s).



Complete the "Select Your Certificate Title" form with the following information:

- Area of interest: *Classroom teacher*
- Subject area: Select the area that corresponds to your Relay program of study and intended certificate
 - Birth-2: Select "Early Childhood Education"
 - Childhood 1-6: Select "Childhood Education"
 - Middle Childhood Generalist Grades 5-9: Select "Middle Childhood Education"
 - Students with Disabilities B-2, 1-6 and 7-12: Select "Students with Disabilities"
 - Content Majors: Select the content area (ex: Mathematics, Biology, etc.)
- Grade level:
 - Early Childhood: *Early Childhood - Birth-Grade 2*
 - Childhood: *Childhood - Grades 1-6*
 - Middle School: *Middle Childhood - Grades 5-9*
 - High School: *Adolescent Education - Grades 7-12*
- Title:
 - **Dual Certification majors only:** please review steps highlighted in yellow below

- **All other programs:** select the option that aligns to your Relay major and certification area
- Type of Certificate: *Transitional B Certificate*
- Enter the appropriate **program code**, found in [Appendix B](#).

NOTE: Dual Certificate Majors: You must apply and pay for BOTH Trans-B certificates in your major: one for the special education pathway and one for the general education pathway. If you have not passed exams, you must apply for the Emergency COVID-19 Certificates in both license areas as well.

- Early Childhood Students with Disabilities **AND** Early Childhood (PK-2)
- Childhood Students with Disabilities (Grades 1-6) **AND** Childhood Education (grades 1-6)
- Adolescent 7-12 Students with Disabilities **AND** Middle Childhood Generalist 5-9

Step 9: Pay for your certification.

NOTE: Some applicants report the receipt of an error message after submitting payment. If this occurs, return to your Account Information page and click on Certificates. Your application was successfully submitted and received if you see that your certificate is "pending."

Step 10: Take a screenshot of your receipt that displays **both your name and certificate type** (e.g., Childhood Education (Grades 1-6), Transitional B Certificate). You will submit this screenshot to Relay via [Anthology Portfolio](#). **You must submit proof of applying for ALL certificates.**

For instructions on applying for the [Emergency COVID-19 certificate](#), please refer to [this guide](#).

TEACH Application Statuses

Once you apply for a certificate on TEACH, you may see your application has one of many [statuses](#).

- **Not Ready for Review:** Your application is not currently in line for review. One of the following may be required: Payment, College Recommendation (from Relay), Transcripts missing
- **Ready for Review:** Your application is in line to be reviewed. Applications on TEACH are evaluated in the order they reach "Ready for Review" status. Applications can take up to 16 weeks to process.
- **Review Complete - Pending Information:** An evaluation of your TEACH application has revealed that some information is missing or a deficiency in the application has been found. Upon receipt of new documentation, your application will go back into the "Ready for Review" status and can take up to 16 weeks to process.
- **Evaluation Complete - Pending Final Review:** An evaluation of your TEACH application has been completed, and all requirements have been met. The status will change to "Issued" after the TEACH system completes a final review overnight if there are no pending actions in TEACH. Pending actions include: pending a [name change request](#), pending [Social Security Number change request](#), [OSPRA hold for fingerprinting](#).
- **Issued:** The certificate for which you applied has been issued.

- **Disapproved:** Your application has been manually evaluated twice, and it was determined you did not meet the requirements for the certificate for which you applied. The application fee is non-refundable and non-transferable.
- **Expired:** Your certificate has expired. The certificate can no longer be used for employment in a New York State public school.
- **Review Not Complete:** An evaluator has completed an initial review and is holding the application for further review.
- **Revoked/Surrendered/Suspended:** The certificate has been revoked, surrendered or suspended.
- **Withdrawn:** The applicant has requested that the application be withdrawn or the Office of Teaching initiatives staff have withdrawn the application based on other evaluations.

To better understand these statuses and what they mean for your TEACH application specifically:

- Click “View Evaluation History” on the certificate application.
- Next, click the most recent action (ex: received college recommendation).
- Another window will open up, listing your “met” and “ummet” requirements.
- Some items might have comments left by the TEACH evaluator. View those comments to help you determine next steps.
- If you need support navigating your TEACH account, application status, etc., you can schedule a [certification office hours appointment](#), or email support@relay.edu. If you email support@relay.edu, please include a screenshot of your TEACH account to direct us to the specific question you have.

NOTE: Once Relay has recommended you for Transitional B certification, you can view confirmation of the recommendation on your Anthology Portfolio and view “My Results”.

Appendix B: NYSED TEACH Program Codes

Reference the table below for the TEACH program codes that align with your Relay GSE Major & Pathway. Reference this [TEACH Guide](#) if you need additional support in setting up your account.

Please Note: Relay's program codes are up to date. If you receive an "Invalid Program Code" message during your application process on TEACH, this is a technical issue on the TEACH's website. We recommend waiting a day before trying again, to allow the glitch to resolve itself.

Relay GSE Major	Transitional B Certificate Pathway	TEACH Program Code
(NY) Early Childhood (Grades PK-2)	Early Childhood Education (Grades Birth-2)	35511
(NY) Childhood Education (Grades 1-6)	Childhood Education (Grades 1-6)	34333
(NY) Middle School Generalist	Middle Childhood Generalist 5-9*	34374
(NY) Middle Childhood Education Mathematics (Grades 5-9)	Middle Childhood Education 5-9: Math	34550
(NY) Adolescent Education Mathematics (Grades 7-12)	Adolescent Education Secondary Math 7-12	35602
(NY) Middle Childhood Education ELA (Grades 5-9)	Middle Childhood Education 5-9: ELA	34549
(NY) Adolescent Education ELA (Grades 7-12)	Adolescent Education Secondary ELA 7-12	35571
(NY) Middle Childhood Education Social Studies (Grades 5-9)	Middle Childhood Education 5-9: Social Studies	34551
(NY) Adolescent Education Social Studies (Grades 7-12)	Adolescent Education Secondary Social Studies 7-12	35609
(NY) Middle Childhood Science Biology (Grades 5-9)	Middle Childhood Education 5-9: Biology	34319
(NY) Adolescent Education Biology (Grades 7-12)	Adolescent Education Secondary Biology 7-12	35599
(NY) Middle Childhood Science Chemistry (Grades 5-9)	Middle Childhood Education 5-9: Chemistry	34319
(NY) Adolescent Education Chemistry (Grades 7-12)	Adolescent Education Secondary Chemistry 7-12	35600
(NY) Middle Childhood Science Earth Science (Grades 5-9)	Middle Childhood Education 5-9: Earth Science	34319

(NY) Middle Childhood Science Physics (Grades 5-9)	Middle Childhood Education 5-9: Physics	34319
(NY) Adolescent Education Physics (Grades 7-12)	Adolescent Education Secondary Physics 7-12	35601
(NY) Dual Cert. (SPED): Early Childhood Teaching Exceptional Learners/Early Childhood (P-Grade 2)	Teaching Students with Disabilities Early Childhood Education	39826
	Early Childhood Education	
(NY) Dual Cert. (SPED): Childhood Teaching Exceptional Learners/Childhood (GRADES 1-6)	Teaching Students with Disabilities Childhood Generalist	36591
	Childhood Education	
(NY) Dual Cert. (SPED): Adolescent 7-12 Teaching Exceptional Learners/Middle Childhood Generalist 5-9	Teaching Students with Disabilities Adolescent 7-12 Generalist*	36592
	Middle Childhood Generalist 5-9*	

*Adolescent and Middle Childhood Generalists should NOT indicate the subject of their concentrations (e.g., Math) on TEACH

Appendix C: CST Exam(s) by Relay GSE Major & Certificate Pathway

Reference the table below to determine the required CST exam(s) for your program, major, and certificate pathway. You can register for all exams [here](#). Know that it may take more than one attempt to pass an exam. Thus, it's critical to prepare for each and leave time to retake if necessary.

Reminder: ALL students are required to take the [EAS exam](#) regardless of major and certificate pathway.

Relay GSE Major	Transitional B Certificate Pathway	Required CST Exam(s), Exam Code(s), & Preparation Materials
(NY) Early Childhood (Grades PK-2)	Early Childhood Education (Grades Birth-2)	Multi-Subject: Teachers of Early Childhood (211/246/245)
(NY) Childhood Education (Grades 1-6)	Childhood Education	Multi-Subject: Teachers of Childhood (221/222/245)
(NY) Middle School Generalist (Grades 5-9)	Middle Childhood Generalist 5-9	Multi-Subject: Teachers of Middle Childhood (231/232/245)
(NY) Middle Childhood Education Mathematics (Grades 5-9)	Middle Childhood Education 5-9: Math	Mathematics (004)
(NY) Adolescent Education Mathematics (Grades 7-12)	Adolescent Education Secondary Math 7-12	Mathematics (004)
(NY) Middle Childhood Education ELA (Grades 5-9)	Middle Childhood Education 5-9: ELA	English Language Arts (003)
(NY) Adolescent Education ELA (Grades 7-12)	Adolescent Education Secondary ELA 7-12	English Language Arts (003)
(NY) Middle Childhood Education Social Studies (Grades 5-9)	Middle Childhood Education 5-9: Social Studies	Social Studies (115)
(NY) Adolescent Education Social Studies (Grades 7-12)	Adolescent Education Secondary Social Studies 7-12	Social Studies (115)
(NY) Middle Childhood Science Biology (Grades 5-9)	Middle Childhood Education 5-9: Biology	Biology (160)
(NY) Adolescent Education Biology (Grades 7-12)	Adolescent Education Secondary Biology 7-12	Biology (160)
(NY) Middle Childhood Science Chemistry (Grades 5-9)	Middle Childhood Education 5-9: Chemistry	Chemistry (161)
(NY) Adolescent Education	Adolescent Education Secondary	Chemistry (161)

Chemistry (Grades 7-12)	Chemistry 7-12	
(NY) Middle Childhood Science Earth Science (Grades 5-9)	Middle Childhood Education 5-9: Earth Science	Earth Science (162)
(NY) Middle Childhood Science Physics (Grades 5-9)	Middle Childhood Education 5-9: Physics	Physics (163)
(NY) Adolescent Education Physics (Grades 7-12)	Adolescent Education Secondary Physics 7-12	Physics (163)
**(NY) Dual Cert. (SPED): Early Childhood Teaching Exceptional Learners/Early Childhood (Birth-Grade 2)	Teaching Students with Disabilities Early Childhood Education	Multi-Subject: Teachers of Early Childhood (211/246/245)
	Early Childhood Education	
	Students with Disabilities (060) (required for Initial Certificate)	
**(NY) Dual Cert. (SPED): Childhood Teaching Exceptional Learners/Childhood (GRADES 1-6)	Teaching Students with Disabilities Childhood Generalist	Multi-Subject: Teachers of Childhood (221/222/245)
	Childhood Education	
	Students with Disabilities (060) (required for Initial; NOT Trans B)	
**(NY) Dual Cert. (SPED): Adolescent 7-12 Teaching Exceptional Learners/Middle Childhood Generalist 5-9	Teaching Students with Disabilities Adolescent 7-12 Generalist	Multi-Subject: Secondary Teachers (241/244/245)
	Middle Childhood Generalist 5-9	Multi-Subject: Teachers of Middle Childhood (231/232/245)
	Students with Disabilities (060) (required for Initial Certificate)	

In order to stay true to program and state regulatory requirements, teachers should complete their mentor teaching experience under both Transitional B certificates. This means applying for and being recommended for both Transitional B certificates on TEACH *and* taking and passing exams in *both* certification areas. Even if a school leader only requires teachers to hold one Trans-B and not both, Relay GSE New York and the state of New York still expect teachers to hold both Trans-B licenses. Teachers should submit proof of applying for **both Trans-B licenses to Anthology Portfolio along with exam score reports.

Score reporting deadlines are based on the [NYSTCE score reporting dates](#). Please make sure you reference the [reporting dates](#) and the chart below as you plan when you will register for and take your exams.

For reporting dates for the Content Specialty Tests (CSTs), refer to the [NYSTCE website](#).

Appendix D: Certification Exam Supports & Preparation Materials

Please refer to [this website](#) for a full summary of all of the certification exam support resources that Relay offers.

Reference the table below for resources to help you prepare for taking your certification exams. In addition to the preparation resources listed below, Relay GSE offers a variety of exam preparation workshops throughout the school year to support enrolled graduate students as they prepare for certification exams. Enrolled students should monitor their email for information on certification workshops led by Relay faculty members.

Support	Description	Availability	Cost
Mometrix e-Library	Available through Relay's Library , Mometrix includes comprehensive study guides and practice questions aligned to each NYSTCE certification exam. Select the "Teaching" icon and scroll to the "NYSTCE" section to find resources aligned to your exam.	Enrolled Relay students	Free
Khan Academy	Khan Academy offers practice exercises, instructional videos, and a personalized learning dashboard to empower learners to study at their own pace. Content Focus: Math, Science, History, Economics, and more	Prospective and enrolled Relay students	Free
EAS preparation materials from NYSTCE	NYSTCE offers preparation materials, such as a test framework, sample questions, and practice exams for all certification exams. This links directly to EAS study materials.	Prospective and enrolled Relay students	\$0 - \$20
Brooklyn Education Center	Brooklyn Education Center offers full day workshops/classes for students studying for the below NYSTCE exams. Relay students have attended their workshops before and have given rave reviews. Content Focus: CST Students with Disabilities, EAS, edTPA, CST Multi-Subject Math Booster Class (all levels), CST Multi-Subject ELA Booster Workshop, Private Essay Evaluation	Prospective and enrolled Relay students	\$129-\$225
Brooklyn Education Center: CST Multi Part 3 Arts and Sciences	Brooklyn Education Center offers a free study guide for students studying for Part 3: Arts and Sciences of the CST Multi-Subject exams.	Prospective and enrolled Relay students	Free

Study Guide			
ExamEdge	ExamEdge offers practice tests that help you prepare for your certification exam. ExamEdge's online practice exams simulate the actual test by covering the required competencies and incorporating content and application of skills necessary. ExamEdge practice exams cover all NYSTCE exams	Prospective and enrolled Relay students	\$18/ exam
Study.com	Study.com offers course and study guides aligned to most NYSTCE exams. Each course includes video lessons containing definitions and illustrative examples. Every lesson also includes an accompanying quiz and every chapter a comprehensive exam, so you can see how well you understand NYSTCE concepts. Your course dashboard will keep track of your progress and is available any time. Content Focus: EAS, ATS-W (sec & elem), Multi-Subject CSTs, SwD (060), ELA (003), Mathematics (004), Social Studies (115), Biology (006), Chemistry (007), Earth Science (008), Physics (163)	Prospective and enrolled Relay students	\$60/ month
Test Wise Practices	Test wiseness is "the capacity to utilize the characteristics and formats of the test and/or the test-taking situation to receive a high score" (Millman, Bishop, and Ebel, 1965). This guide provides several recommended test wise practices for students taking a certification exam.	Prospective and enrolled Relay students	Free
240Tutoring Managing Test Pressure	This is a free resource guide from 240Tutoring with tips to combat test taking anxiety.	Prospective and enrolled Relay students	Free

Appendix E: Dual Certificate in General and Special Education Extension Requirements

As of July 1st 2021, all special education teachers who teach one or more subject areas in a self-contained class in grades 7-12, with some or no students under alternate assessment, must either:

- be certified in each subject area that they teach, or
- meet the teaching experience requirement for the statement of continued eligibility (SOCE) and have an active SOCE application in the [TEACH online system](#) in each subject area that they teach.

Additional information on the Special Education Extension Requirements can be found [here](#). You can also find information on [Relay's Support Center](#).

While enrolled at Relay NY, graduate students are not eligible to teach in a special education secondary self-contained setting.

Appendix F: For Partners, School Leaders (Principals, Administrators, DSOs) etc.

Relay GSE New York is deeply thankful for your partnership, and for your collaboration as we work together to ensure graduate students are successful in obtaining issued New York State teaching certificates. We hope this certification guide is useful as you support your teachers. While all enrolled teachers in the Class of 2024 have constant access to this guide, you are always welcome to re-share this guide with your teachers as you support them in meeting Transitional B certification requirements.

How should School Leaders, Directors of Operations, etc. use this guide when supporting teachers in the Class of 2024?

Some suggestions for how you should use this guide include but are not limited to...

- Have this guide on hand in your one-on-one check-ins with teachers
- Share this guide when supporting your teachers as they are hired and onboard with your school/network/district, etc.
- Use this guide to determine which exams teachers should take/pass in order to hold an issued certificate
- Use this guide to help students adhere to Relay's established timelines for meeting certification requirements.

Where should I direct teachers if they have certification-related questions?

- If teachers have questions, they can email support@relay.edu
- Teachers can also schedule an [office hours appointment](#) with a member of our certification team

Who should I contact at Relay if I or one of my colleagues have certification-related questions?

If you have any questions related to certification, you can email support@relay.edu. We kindly ask you include the following information in your email to our Support team to ensure we are best able to support you:

- The specific school/district/network partner with which you are affiliated
- If the question is about an enrolled teacher at Relay, please include their name in the body of the email

What are the most helpful links I should have bookmarked as I support my teachers?

- New York State Teacher Certification Exam (NYSTCE) registration page:
<https://www.nystce.nesinc.com/>
- New York State Education Department (NYSED) and Office Of Teaching Initiatives (OTI):
 - Guidance on NYS required workshops:
<http://www.highered.nysed.gov/tcert/certificate/workshops-required-for-educator-certification.html>
 - Guidance on applying for a teaching certificate:
<http://www.highered.nysed.gov/tcert/certificate/apply.html>
 - Guidance on exam requirements for New York State Certification:
<http://www.highered.nysed.gov/tcert/certificate/certexam.html>

Appendix G: New York Certification Transition Points

For a detailed breakdown of New York Certification Transition Points, graduate students can log into their Anthology Portfolio Table of Contents.

Click [here](#) for additional information on NY Transition Points.

NOTE: Once Relay has recommended you for Transitional B certification, you can view confirmation of the recommendation on your Anthology Portfolio and view “My Results”. Recommendations will be listed under Transition Point 2.

Appendix H: Anthology Portfolio Orientation

NOTE: Relay students can only set up an Anthology Portfolio account if they're fully enrolled as a student and have been issued their Relay student email address.

Within two business days of signing Relay's enrollment agreement, you will receive an email with your User ID and Password to your Relay student account. Please check your Spam or Junk email folder if you do not receive this within two business days of signing the enrollment agreement. If you do not have an active account, please contact support@relay.edu for assistance.

Completing your mandatory asynchronous Anthology Portfolio orientation session

1. Access to the **video recording**
 - Open the Relay Video Library via "MyApps" and search for clip number 6882, OR
 - Go to <https://rly.gs/NY-AP>
2. Download the **NY AP Checklist & Note-Taking Resource** from the "Attachments" beneath the video
3. Open your **@student.relay.edu email**

NOTE: You must be enrolled at Relay in order to complete the Anthology Portfolio asynchronous session.

NOTE: Once Relay has recommended you for Transitional B certification, you can view confirmation of the recommendation on your Anthology Portfolio and view "My Results".