

2023 Corps Upcoming Action Items

TEACHFORAMERICA

New York

Action items by deadline are on the [Info Hub](#).

Completing action items on time is critical to ensuring you are eligible to teach, hired by the first day of school, and enrolled in Relay Graduate School of Education. We know that you have competing priorities, however balancing your pre-service expectations and your current duties will help prepare you to take on the demands of teaching. If you miss a deadline, you may be jeopardizing your eligibility to start with us at Summer Pre-service and in your classroom. Please read through the entire document, as action items due in future months may require you to prepare in advance. If you have any questions or concerns you can always reach out to newyorkregion@teachforamerica.org.

Upcoming Action Items

☐ Complete Fingerprinting Survey <action required by April 30, 2023>

Please read through the [Fingerprinting Guide](#) and [FAQ](#), complete next steps, and let us know your plan to get fingerprinted in this survey. Please let us know if you have questions or would like to talk through when the right moment might be to get printed. You must be fingerprinted by June 1, 2023.

☐ Complete certification workshops <action required by June 1, 2023>

New York State requires all teachers to take three (3) certification workshops in order to be eligible to receive their teaching certification:

- ☐ Child Abuse Prevention – complete online
- ☐ School Violence Prevention – complete online
- ☐ Dignity for All Students (DASA) – complete online

You must complete the first two (2) workshops by June 1. You will need to submit proof of completion to Relay through your application portal. Information regarding how to take these workshops and proper proof of completion can be found on the Certification Workshop page.

☐ Register to take Certification Exams and [Submit Dates](#) <action required ASAP>

You must register for the EAS exam and submit your registration dates in the Certification Exam Survey

☐ [RSVP Mentor Groups](#) <optional>

Thank you all for your interest in joining mentor groups. In [this document](#), you will find a list of our mentors, their content specialty, and when they will be hosting their Mentor Groups. If you are interested (even if you don't know if you can make it), please use this [link to RSVP](#). It is very important we get a solid number of participants to ensure our mentors are prepared to support you. While these groups are not mandatory, they are **HIGHLY ENCOURAGED**. As the meetings approach, you will receive calendar invites. **I look forward to seeing you all there!**

☐ Take EAS exam **Ongoing**

Passing the EAS is one of the testing requirements dictated by New York state in order to qualify for teaching certification. If you need to retake any part of your exams, please [sign up for office hours](#) before registering for your retake so we can discuss the best next steps.

☐ Take CST exam **Ongoing**

You will also need to take the CST (content exam) based on your primary hiring pathway. Please note that if you are hired in your secondary pathway you may need to take a new CST exam that's aligned to your hiring placement.

❑ **[Set Up Your TEACH Account](#) Ongoing**

TEACH is New York State's online portal for teachers to manage their certification credentials. Follow the steps on the TEACH Account page of the info hub to create your account by Monday, July 5 so that you can have your account ready when you apply for certification. It will also allow you to check your fingerprinting status once printed. More guidance will be given from Relay this summer about how to apply for your Transitional-B certificate and Emergency COVID-19 certificate. Please DO NOT apply for these certificates in TEACH at this time. For now, please only create an account.

Past Action Items

❑ **Introducing the 2023 Pre-Service Attendance & Leave Policy [Action due by 4/21](#)**

Do you have questions about this summer's attendance policy? Are you wondering what you will need to do if you have a conflict or need to request an absence? [Listen to Tracey Lewis](#), Senior Managing Director of User Experience & Operations, as she walks us through a high level overview of the 2023 Pre-Service Attendance & Leave Policy. You will then take a deep dive into the [CM Policies: Attendance & Leave and CM Health Insurance Policy course](#) on Docebo. This module outlines our Pre-Service attendance policy, talks through the leave request process, and discusses health insurance options for the summer.

UPDATES & REMINDERS:

- **Update:** The deadline to upload **AmeriCorps documents** in the Applicant Center is now **March 24** so you are cleared to work with students prior to summer training.
- **Reminder:** You will find **all** your TFA Onboarding action items in the Docebo Onboarding Center. We encourage you to review these tasks on a regular basis to remain on track with onboarding, especially as we get closer to the start of Pre-Service.

❑ **[Hiring Round 2 Availability Survey](#) [Action due by 4/9](#)**

All corps members must complete the Round 2 Availability Survey to let us know if you are available to participate in the upcoming hiring round.

❑ **Complete Fingerprinting Survey [<action required by April 20, 2023>](#)**

Please read through the [Fingerprinting Guide](#) and [FAQ](#), complete next steps, and let us know your plan to get fingerprinted in this survey. Please let us know if you have questions or would like to talk through when the right moment might be to get printed. You must be fingerprinted by June 1, 2023.

❑ **Docebo Preparing For Pre-Service 2023 in Onboarding Center [<action required by March 17, 2023>](#)**

Do you have questions about this summer's Pre-Service experience? Are you wondering what summer training will be like? [We invite you to listen to ChaKia Parham, Vice President, Corps Training & Leadership Experiences, as she walks us through a high level overview of the 2023 Teach For America Pre-Service.](#) Then, as part of your TFA Onboarding in Docebo, you will take a deep dive into all the details of your summer training in the **Pre-Service Overview course**, which includes session descriptions and sample schedules for a more robust understanding.

- **Welcome & Preparing for Pre-Service**
 - Pre-Service Overview
 - Learning format
 - Phases
 - Dates
 - Details

❑ **[Apply for Need Based Funding](#) [Action Due 2/27](#)**

The purpose of Teach for America's Need-Based Financial Support program is to help alleviate some of the financial costs of joining the corps. You can find the link to the application in your portal in the [Welcome Center](#).

❑ **[Apply for Early Disbursal](#) [Action Due 2/27](#)**

Teach For America provides early disbursement of a portion of Transitional Stipend to help cover certification and transitional costs instead of waiting until the beginning of Pre-Service to receive your full award. You can find the link to the application in your portal in the [Welcome Center](#).

❑ **Docebo Overview of Financial Support in Onboarding Center [<action required by February 17, 2023>](#)**

As you have committed to making significant transitions in order to join us in this work, our commitment back to you is to help make this transition as smooth as possible. The foundation of our help is the **Transitional Financial Support stipend**. To

build on this foundation, we created three trainings to support you in the financial journey you are undertaking. [Join Molly Rhodes, Director of Corps Member Finances](#), to hear more about TFA's financial support and the trainings you will complete as part of your TFA Onboarding in Docebo.

☐ **Overview of Financial Support in Docebo**

- ☐ Purpose
- ☐ Transitional Financial Stipend
- ☐ Need-Based Financial Support
- ☐ AmeriCorps
- ☐ Black Educator Promise Grant

☐ **[Hiring Round 1 Availability Survey](#) Action due by 1/22**

All corps members must complete the Round 1 Availability Survey to let us know if you are available to participate in the upcoming hiring round.

☐ **[Complete the Onboarding Expectations Self-Guided Course](#) Action due by 1/15**

This self-guided course will ground you in our organizational values as well as what to expect throughout the pre-service process. Be sure to complete the Exit Ticket at the end for proof of completion and share your questions.

☐ **RSVP and attend mandatory Regional Onboarding Webinar RSVP by EOD 1/15, attend Webinar 1/17**

We'll share more about your responsibilities during pre-service, your impact in the NYC education landscape, and important next steps. **Click on the link below to RSVP.** If you are not able to attend either option, please email MoMo at newyorkregion@teachforamerica.org prior to the deadline.

- [Tuesday, 1/17 6:00 PM \(EST\)](#)
 - Password for meeting: 2023corps
- <Pre-Work> In preparation of attending the Regional Onboarding Webinar, review the [Onboarding Expectations Self-Guided Course](#) and come prepared to share your reflections at the Pre-Service webinar:
 - Which core value resonates the most with you, and how do you think this value will relate to your classroom experience?
 - Which core value would you like more clarification on?
 - Why do you think our DEI statement is an important lens to have as a teacher and how do you think this will relate to your classroom experience?

☐ **[Review Certification Overview](#) Review by 1/15**

Before you register for your certification exams, please review the certification exam information for a detailed explanation of what exams you will take based on your hiring path, the deadlines for completing them, and other important information regarding NY State certification exams. For the specific exams that you need to register for, please review your December digest.

☐ **[Read Hiring Overview](#) Action due by 1/16**

Hiring will kick off in early 2023! **A requirement to participate in hiring is that you have completed 100% of all action items.** You'll learn more about hiring in January when you will attend a mandatory hiring webinar.

- To prepare, read the [2023 Hiring Overview](#)
- Review the tentative dates for hiring rounds and [FAQs on the New York corps Hub](#)

☐ **[RSVP and Attend Hiring Webinar](#) RSVP by 1/16, Attend Webinar on 1/24**

As a kick-off to Round 1 of hiring, we require ALL corps members to attend a mandatory webinar where we will share more about how the hiring process fits into your pre-service experience. We'll share more about the hiring process, expectations for Round 1, tips for preparing for phone interviews, and other resources.

☐ **[Submit Personal Why](#) Action due by 1/16**

Create a video or audio recording that is **no longer than 60-90 seconds** answering specific prompts. Submission directions linked on the New York Corps Hub. These recordings will be shared with your fellow corps members, with our TFA-NY staff, and potentially with school leaders.

☐ **[Hiring Resume](#) Action due by 1/16**

Please use our template to complete your hiring resume. This resume will be shared with partner schools as they evaluate potential interview candidates. Make sure you follow all the guidelines we provide and use our Teach For America template as instructed. If you do not use the TFA template we provide, you will be asked to re-do your resume as partner schools prefer one template for all corps member candidates. More information is on the New York Corps Hub including details on

how to complete and submit your resume.

☐ **Complete Welcome Survey Action due by 1/8**

This information is essential for your pre-service experience and for us as we begin planning our programming. **NOTE:** *Your Personal ID (PID) and Assignment are included in the Welcome Digest. Please block off 15-20 minutes to complete this survey.*

☐ **Complete Hiring Preferences Survey Action due by 1/8**

This survey will help us learn more about your hiring preferences and will enable us to better support you as you navigate the hiring process. Please be as specific as possible about your preferences but know that we can make no guarantees around the hiring landscape.

☐ **Update your contact info in the Welcome Center Action due by 1/8**

Please make sure we have a non-school affiliated email address on file as inboxes can expire upon graduation. This should be an inbox you will check daily as many communications will be time-sensitive. The primary email address you have listed on your TFA account will be the primary email address that pulls into our lists and systems to send you emails.

☐ **Test your TFA/Google ID Action due by 1/8**

Please look for an email about "Your Teach For America Google Apps ID" from techsupport@teachforamerica.org. You will need this to sign up for Slack and to access other information in the future. If you have not received this email, please check your junk mail/promotions folders before emailing techsupport@teachforamerica.org to request your login information.

☐ **Review Slack protocol and create an account Action due by 1/8**

Slack is an instant messaging platform for TFA staff to send quick reminders to corps members and for you to talk to each other before meeting in June. **All corps members are required to join Slack.**

☐ **Bookmark the 2023 New York Corps Info Hub Action due by 1/8**

The 2023 New York Corps Info Hub is your one-stop shop for ALL the information you need between now and Summer Pre-service! Look through every tab (Action Items, Certification, etc.) to familiarize yourself with what content is available and where it can be found.

☐ **Join us for a quick tour of Docebo Action Item Due 1/8**

Begin your TFA Onboarding journey! You will use Docebo to complete your TFA Onboarding and find information about Pre-Service, Financial Support, Corps Member Wellness, and more. We hope Docebo helps you feel set up for success this summer and for your time in the classroom.

To log into Docebo:

- Go to teachforamerica.okta.com
- Enter your @tfacorps.org email address
- Enter the password you used to access and submit your application

You should have received an email from techsupport@teachforamerica.org after you accepted your offer sharing your TFA email. It should follow the format firstname.lastname.23@tfacorps.org.

☐ **Review TFA Corps Member Documents Action due by 1/8**

- ☐ **New York Overview webinar (PDF slides and Recording)**: If for some reason you still have not watched from when you confirmed your offer, please do so immediately as it has foundational information all corps members are expected to know.
- ☐ **Regional Offer Guide** and **Teach For America Corps Member Handbook**: Familiarize yourself with these docs so that you have a complete understanding of the national and regional expectations set forth for corps members.

☐ **Submit your picture to TFA NY Action due by 1/8**

- ☐ Select a picture that clearly shows your face. It does not need to be headshot quality, but it should be professional.
- ☐ Make sure it is **attached to the email (and not in the body of the email)** in .JPEG or .GIF format.
- ☐ Name the picture **"FirstName.LastName.Picture"**
- ☐ **Attach it** to an email and send it to our server -2023_CM.k6zd863uyzk8rlrm@u.box.com