

# TEACHER CERTIFICATION OVERVIEW \*2025 - 2026

\*last updated (6/26/25)

All of the programs (graduate and undergraduate) in the Art and Design Education Department are recognized by New York State Education Department as “approved teacher preparation program(s)” and as such prepare students to meet the requirements of Initial Certification in Visual Art, all grades (PreK-12). It is a student’s responsibility to visit the New York State Office of Teaching Initiatives website to keep abreast of changes to certification requirements and to visit the New York State Teacher Certification Examinations website <http://www.nystce.nesinc.com/index.asp> for all test information, submission dates, and fees.

**IMPORTANT:** Regardless of your employment goals or aspirations on graduation, we strongly recommend that all students complete certification requirements on the point of graduation or shortly after. NY Certification requirements change regularly and if not already certified you will be held to new and future requirements, both curricular and non-curricular.

## CURRENT CERTIFICATION REQUIREMENTS:

In addition to completing one of our approved programs, students must fulfill the following requirements before being “recommended” for New York State Education Department Initial Certification in Visual Arts, PreK-12.

### HOW TO OPEN A TEACH ACCOUNT

Before completing any certification requirements, students must open an account with [New York State Education Department TEACH System](#), also known as your TEACH Account. When opening your TEACH Account, make sure to select “Personal” For account type.

Please use your [Pratt email](#) and save your password when creating your TEACH account as you will use this frequently to access certification information. You will need a Social Security Number to create a TEACH Account. \*\*If you do not have an SSN, contact the Assistant to the Chair at [hjeon110@pratt.edu](mailto:hjeon110@pratt.edu).

Students are responsible for regularly monitoring their TEACH account for accuracy. The TEACH account records and verifies your progress towards certification. Make sure all sensitive information such as name spelling and date of birth is accurate.

Instructions for using TEACH online are available on the [NYSED website](#).

### TEACHNYC and TEACHNY

Sign up for resources and scholarship opportunities at [TEACHNYC](#) and [TEACHNY](#)

## HOW TO GET FINGERPRINTED

Students are required to be fingerprinted in their first fieldwork course.

### ***New York City Level - \$104.50***

1. Individuals must first be entered onto a vendor's PETS roster with a roster status of "active" to initiate the nomination process. (PETS is the New York City Department of Education's **Personnel Eligibility Tracking System** which allows institutions to track student teaching, employment, and other types of eligibility)

You will need to fill-out a [PETS Roster Form](#). Return this form to the Assistant Chair, Louise Butler at [lbutle41@pratt.edu](mailto:lbutle41@pratt.edu). Once you are entered into the PETS System, you will receive confirmation that you have been nominated for fingerprinting.

2. Once you are entered into PETS, wait for the nomination email. After receiving the nomination email, follow the directions to [create an account on Applicant Gateway](#).

**IMPORTANT Applicant Gateway Information:** There is a background questionnaire that you MUST complete. There is an information sheet that will provide you with information on how to schedule your appointment. To ensure you correctly activate your account, you must use the SAME EMAIL ADDRESS this nomination was sent to. **IMPORTANT NOTICE:** All nominations, regardless of previous security clearance completion, are initiated with default "Ineligible" status. Each nominee will remain "Ineligible" until the individual activates their online Applicant Gateway profile and updates their online forms (Background Questionnaire) if identified. The eligibility status will not automatically update. This means that you MUST complete your Applicant Gateway profile to ensure you can enter the NYCDOE schools.

NYC Department of Education

Applicant Gateway

Home | Edit Profile

Molly Burke | Sign Out

Instructions for NYC Department of Education Applicants ([Click Here](#))

Instructions for GOPASS Volunteers and NYC Department of Education Vendors ([Click Here](#))

Job Title	Forms Requiring Action	Submitted Forms	Status	School Year
Vendor		<a href="#">Background Questionnaire</a> <a href="#">Fingerprint Instruction Sheet</a>	Status	2022-2023

Only nominations within the last 3 years will be displayed.

If you need assistance, please contact HR Connect at [212-935-4000](tel:212-935-4000) Monday through Friday, anytime between 9 am and 5 pm.

3. You will make an appointment through [IdentoGO](#). The email has a service code that you will need to enter the website. It will provide you with a list of IdentoGO locations in New York (pick whichever is most convenient for you).
4. Bring the fingerprint payment, and at least one form of valid Government ID (e.g. Driver's license, Passport) to the IdentoGO address you have chosen for your appointment.
5. Fingerprints must be transferred from the city to the state by filling out an [OSPRA 104 form](#). This can be found online by searching "OSPRA 104". Fingerprints clear in 48 hours. **IMPORTANT Fingerprint Information:** All Students are fingerprinted at NYC level and then, fingerprints must be transferred to NYState before graduation. Fill out [OSPRA 104 Form](#) to ensure your fingerprints are received by the state before graduation. When filling out the form, please check the second box in section 2 of OSPRA 104 Form. See screenshot below:

## SECTION 2

Please choose (✓) one of the following:

- I am leaving or have left the employ of the NYCBOE and am seeking clearance for certification and/or employment.
- I am remaining in the employ of the NYCBOE and I am seeking clearance for certification.
- I am remaining in the employ of the NYCBOE and I am seeking additional employment in a covered school other than the NYCBOE.

### Uploading Steps:

1. Open HR Connect Web Portal at <https://doehrconnect.custhelp.com>
2. Choose "non-employee Log in"
3. Click on "forgot my username"
4. Create a log in (write it down!)
5. Click on "Upload Documents" which appears at the top of the screen. (All fields on the Upload Document page must be completed to submit your form.)
6. From the Category drop down menu, select the appropriate category (walk in center).
7. Enter in the Subject field "OSPRA 104 form". Enter any additional details in the Notes field.
8. Attach the form/supporting document(s) by clicking the Choose File button. When you have uploaded all pertinent documents, Click Submit.

**Uploading Notes:** When you are ready to upload your form, the upload portal will prompt you to create an account. Please select "Non-employee Account Activation" and then under username and login, select "I forgot my username/password. Request your password reset be sent to your pratt.edu email. Technically you are in the DOE system, so it reads as if you already have an account.

**Please Note:** Once you are nominated in the PETS Roster, you will receive a code through Applicant Gateway. You must use this code when scheduling your appointment. You have 10 days to get fingerprinted or your nomination will be forfeited. \*\*If you get fingerprinted at the State level, you will have to get reprinted and are liable to pay the \$102 fee again.

### Notes:

- To check for the status of your prints, you must log back into the NYC Applicant Gateway.
- The DOE is no longer accepting OSPRA 103 Forms for student teaching purposes. Students must make sure they are fingerprinted at the City level, NOT State.

## COMPLETE NY STATE WORKSHOPS

### School Violence Prevention AND Child Abuse Prevention Workshops (online)

- [School Violence Prevention Workshop](#) - 2 Hours | \$10
- [Child Abuse Workshop](#) (Second update) - 2 Hours | \$10

**UG Students:** Complete this before your Junior Year 2nd semester  
**Graduate Students:** Complete this before your 2nd Semester

### DASA Workshop (No Fee, Fall Only)

Training in Harassment, Bullying, Cyberbullying and Discrimination in Schools, Prevention and Intervention  
(Fall Only)

- The DASA Workshop is only offered in the Fall for Art and Design Education students at Pratt free. Email [hjeon110@pratt.edu](mailto:hjeon110@pratt.edu) for the date of the next scheduled workshop and to register.

**Note:** These workshops are offered by a provider approved by NYSED.

- [DASA Workshop](#) - 6 Hours | \$60

If you are unable to attend the DASA Workshop in the Fall at Pratt, you can also take the DASA Workshop [here](#) **it will be your responsibility to pay for the online DASA Workshop**

## Verifying your Workshops on your TEACH Account

It is the student's responsibility to verify that all completed workshops and exams are transferred over to your TEACH Account. For directions and guidance on where to find the workshops on your TEACH Account, [click this link](#)

\*\*If you do not see your workshop, contact the workshop vendor.

## Required Academic Courses (MA initial/Adv. Cert Only)

- Applied Child and Adolescent Development Bootcamp with Professor Renata Strashnaya (1st Semester, Fall Only)
- Course in a Foreign Language (3 credits) (if not completed in an undergraduate program)

\* These courses may be taken at Pratt or transferred from another post-secondary institution.

## Passing Scores on the following Required Certification Exams

- Educating all Students (EAS) - \$80
- Content Specialty Test (CST) - \$122
- Teacher Performance Assessment (TPA)\*

## EDUCATING ALL STUDENTS (EAS)

The Educating All Students Exam consists of selected-response items and constructed-response items.

- Offered Computer based
- Register, preparation materials on NYSTCE website [www.nystce.nesinc.com](http://www.nystce.nesinc.com)
- Minimum Passing Score 520 (Score range 400-600) \*Safety Net Passing Score of 500 (Effective 3/29/2017)
- Test Length - 2 hours, 15 minutes
- 40 selected-response items and 3 constructed-response items

### What is the EAS Exam?

The Educating All Students exam is a required exam for certification to teach in New York State public schools. The test examines how familiar candidates are with instructional strategies taken to respond and accommodate students from a range of backgrounds and learning needs. Candidates are expected to know their legal, ethical, and professional responsibilities in education-related situations involving serving students, parents/guardians, and other schools.

For more detailed information please visit:

[http://www.nystce.nesinc.com/TestView.aspx?f=HTML\\_FRAG/NY201\\_TestPage.html](http://www.nystce.nesinc.com/TestView.aspx?f=HTML_FRAG/NY201_TestPage.html)

### When should I take the EAS Exam?

ADE 301/616: The Inclusive Classroom prepares you for the EAS examination. Take the exam the semester immediately following the completion of the course.

### Study Groups and Preparation:

Please visit for general test information: [http://www.nystce.nesinc.com/NY\\_PM.asp?t=201](http://www.nystce.nesinc.com/NY_PM.asp?t=201)

**Practice Exams:** <http://www.myneslab.com/expanded.html> Costs \$22.50-\$35 for 6 months of practice

test

## Department Exam Study Guides Are Available to Students!

### Exam Study Guides

[EAS Test Taking Strategies](#)

[EAS Preparation Guide](#)

## CONTENT SPECIALTY TEST (CST 167)

The CSTs (except those for languages other than English) consist of multiple-choice questions and a written assignment. CSTs measure knowledge and skills in the content area of the candidate's field of certification.

- Some offered computer based, some offered paper based
- Register, preparation materials on NYSTCE website [www.nystce.nesinc.com](http://www.nystce.nesinc.com)
- Fee \$122 computer based
- Minimum Passing Score current CSTs 220 (score range 100-300), revised CSTs 520 (Score range 400-600)
- Test Length – 3 hours 15 minutes
- 90 selected-response items and 1 constructed-response assignment

### What is the Visual Arts Content Specialty Exam?

The Visual Arts Content Specialty Test measures the candidates' familiarity with the use and effects of various tools, material, techniques, and principles used in the creation of works. The candidate must be familiar with the connections between visual arts, history and culture.

For more detailed information please visit the link below:

[http://www.nystce.nesinc.com/TestView.aspx?f=HTML\\_FRAG/NY079\\_TestPage.html](http://www.nystce.nesinc.com/TestView.aspx?f=HTML_FRAG/NY079_TestPage.html)

### When should I take the Visual Arts Content Specialty Exam?

Ideally, undergraduates should take this exam in the spring of their junior year. Art history and Studio courses are very helpful in preparing for this exam. Graduates should take this exam in the Spring semester of their 1st year.

### How to Prepare?

See the links below for Test preparation information.

<http://quizlet.com/16233390/visual-arts-cst-flash-cards/> Awesome free practice for Visual Arts CST

In addition to the following resources available and listed here, the students who run the Art and Design Education Club also offer test preparation groups and alumni are available to help on an as needed basis. Contact Juniper Jeon for details at [hjeon110@pratt.edu](mailto:hjeon110@pratt.edu).

## Department Exam Study Guides Are Available to Students!

### Exam Study Guides

[CST Study Guide](#)

## Testing Accommodations

Please visit [this link](#) for information about providing documentation for testing accommodations.

## Teacher Performance Assessment (TPA)

TPA is a curricular requirement in the courses ADE 403/613: **Professional Practices and the co-requisites ADE 405/621 Teaching in Saturday Art School I**. All students in the certification track are required to complete and pass the TPA before graduation to be recommended for certification.

## Limited Exam Vouchers Available!

The ADE Department receives a limited number of exam vouchers every year from the state. We try our best to support students in financial need, so if you would like to request an exam voucher, please fill out Voucher Request linked [here](#) and address any questions to the Assistant Chair, Louise Butler [lbutle41@pratt.edu](mailto:lbutle41@pratt.edu) and cc Juniper Jeon [hjeon110@pratt.edu](mailto:hjeon110@pratt.edu)

## Complete the Institutional Recommendation Form (IRF)

All students that are graduating and on the Certification Path must fill out the Institutional Recommendation Form. This form is given to graduating students at the end of their final semester. It must be filled out and returned with a copy of your Official Transcript (available after graduation on the following dates: 6/1, 10/1, 2/1) to the Assistant to the Chair. The Assistant to the Chair will then recommend you for certification once all information has been received and confirmed.

## Pay for your Certificate Online

Once you have completed all certification requirements and are recommended for certification, go to your TEACH Account and select Initial Certification in Visual Art, all grades (Pre-K-12), select your degree code found on the IRF, and pay the \$50 fee. Make sure to verify, and update your profile