



APPLICATION FOR NEW HIRES

A Guide for Alternative Certification Candidates



Overview

The NYC Department of Education (NYCDOE) requires all prospective new teachers to complete the NYC Online Teacher Application, which is an online application that will give you school specific hiring information and make you eligible to be placed on a school's payroll. This guide will help you accurately complete that application.

Because you will be joining the NYCDOE through an alternative-certification program, an application has already been created specifically for you. While we have pre-populated most of the information, it is your responsibility to confirm the information, update any parts necessary and complete the remaining sections. **You must complete and submit your application to be eligible for hire for the 2022-2023 school year.**

Getting Started

Your username and password for the New Teacher Application platform are in the message you received with this guide. Once you have successfully logged into the platform, you will be asked to update your password. Then, you will be directed to the candidate portal page titled **"Teaching Central."** To get started with your application, you must review two sections – your profile and your application – using the guidelines provided in the next few pages.

- 1. **Profile:** In the box titled "Profile," click on **"View/Edit Profile"** to verify and update any information.
- 2. **Teacher Application:** To complete and submit the application portion, click on the **"Teacher"** link within the box entitled **"Existing Applications."** You will then immediately be directed to the first page of your New Teacher Application. Please read below for steps on completing the application.

The screenshot shows the NYC Teaching Central application portal. On the left, two red callout boxes with numbers 1 and 2 point to specific links. Callout 1 points to the 'View/Edit Profile' link under the 'Profile' section. Callout 2 points to the 'Teacher' link under the 'EXISTING APPLICATIONS' section. The main content area includes sections for 'START NEW APPLICATIONS', 'Teacher Application Status' (with a progress bar showing stages: APPLICATION STARTED, APPLICATION SUBMITTED, APPLICATION UNDER REVIEW, APPLICATION IN NEW TEACHER FINDER, and HIRED BY SCHOOL), and a 'Did You Know?' section with statistics. On the right, there is a 'SPARK OPPORTUNITY TEACH NYC' logo and a 'Teacher Resources' sidebar with links to various guides and requirements.

1 **Profile**
Your profile contains contact and background information used for all applications* you initiate from this page. You may update this at any time.
[View/Edit Profile](#)

*Please note: This profile must be completed by all non-supervisory candidates. If you are applying for a position as a principal, assistant principal, education administrator, or supervisor, click the link below to access the School Leader / Supervisory Candidate Profile.

2 **EXISTING APPLICATIONS** Scroll down to view status information about your existing applications.
Click the **Teacher** link following hyperlinks to view your application for a career path.

START NEW APPLICATIONS
To begin a new application, select a career path and click "Go".
Please note that before gaining access to a new application, you must first complete and submit your online Profile, as the contact and background details contained within will serve as the foundation for any future application(s). Please complete your Profile by clicking on the View/Edit Profile link above.
School Social Worker

Teacher Application Status Close

YOUR APPLICATION NEEDS TO BE COMPLETED

APPLICATION STARTED APPLICATION SUBMITTED APPLICATION UNDER REVIEW APPLICATION IN NEW TEACHER FINDER HIRED BY SCHOOL

To complete your application, please click on the "teacher" link above, complete all required fields, and submit your application.
For more information, please see your email history below.

SPARK OPPORTUNITY TEACH NYC

Teacher Resources
[FAQ Information Session](#)
[Application Guide](#)
[Application Module](#)
[Certification Presentation](#)
[Cert Requirements](#)

Did You Know?

- In 2010, 60% of all new teachers are hired in the Bronx and Brooklyn?
- In 2010, new teachers attended 210+ universities and were certified in 28 states?
- In 2007 NYC won the Broad Prize for Urban Education, honoring the urban school district that demonstrates the greatest overall performance and improvement in student achievement among poor and minority students?
- Since 2002, teacher salaries in NYC have increased 43%?

Completing your Teacher Application

Page 1: Job Search Profile

- **Availability:** The response to the question on this section should be pre-populated to 'Immediately.'
- **Availability:** The response to the question on this section should be 'Immediately.'
- **Geographic Preferences:**
- **Borough preference:** Our application asks you for both your borough preference, as well as to select regions within boroughs. We hope that this will enable you to specify if you are interested in working in specific parts of a borough if not the whole borough.
 - **Please select all the regions you would be interested in pursuing opportunities:**

Please check off all regions you would be interested in pursuing opportunities (note that you may include regions outside of your preferred boroughs):

Bronx:	
<input checked="" type="checkbox"/> North Bronx	District 10 District 11 District 75 Program Sites: 75X012; 75X168; 75X176; 75X188; 75X469; 75X569; 75X721; 75X723
Bronx:	
<input checked="" type="checkbox"/> South Bronx	District 7 District 8 District 9 District 12 District 75 Program Sites: 75X010; 75X017; 75X166; 75X352; 75X754
Brooklyn:	
<input checked="" type="checkbox"/> Brooklyn North	District 13 District 14 District 15 District 16 District 19 District 23 District 32 District 75 Program Sites: 75K004; 75K036; 75K053; 75K077; 75K140; 75K368; 75K369; 75K371; 75K372; 75K373; 75K396; 75K753
Brooklyn:	
<input type="checkbox"/> Brooklyn South	District 17 District 18 District 20 District 21 District 22 District 75 Program Sites: 75K141; 75K231; 75K370; 75K721; 75K771; 75K811
Queens:	
<input type="checkbox"/> Queens North	District 24

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- **Pre-K for All:** You are not eligible to teach Pre-K. You should enter 'No.' You do not need to answer the "Are you currently working at a NYCEEC?" question.
- **Teachers of Tomorrow (TOT):** Please click 'Yes' if you are interested in being considered for positions in designated TOT school. Please click 'No' if you are not interested. *(Please note that while you can accept a position at a TOT school, you are not eligible to receive TOT grant money)*
- **NYC Men Teach:** As a part of a larger New York City initiative to address disparities that impact our boys and young men of color, NYC Men Teach is designed specifically to recruit and support male teachers of color in our classrooms. If you are interested in participating in this initiative, please click 'Yes.' If not, click 'No.'
- **Charter school Application Release:** You are not eligible to teach in charter schools. The answer to this question should be 'No.'

- **Communication Preferences:** Please select from the available choices the best time you can be reached; enter your phone number; and answer 'Yes' or 'No' to indicate your willingness to receive texts from the Office of Teacher Recruitment.
- **Personal Statement:** The personal statement is optional for candidates. However, this portion allows you to share information about yourself, with principals, that is not available in other parts of your New Teacher Application, profile or resume. In this section, you can either answer the question asked directly or consider uploading a generic cover letter that could fit to a variety of schools, since multiple principals may see this.

Page 2: Experience, Certification

- **New Teacher Application Survey:** The responses should be pre-populated on the first part section. Answer the question "Did you attend an online or in person information sessions or speak/email with a representative from the Office of Teacher Recruitment and Quality?" 'Yes' or 'No.'
- **Experience:** Please click 'Yes', **only if** you have had previous paid, full-time experience in a school, please click 'Yes' and include the total number years. Many preservice teachers will not have had paid, full-time experience in schools and should click on the 'No' button.
- **Certification:** Please fill out as shown in the screenshot, adding your subject area.

Add/Edit Certification

CERTIFICATION DETAILS

*Current certification status: New York State Certified - Certificate Issued

*State: New York

*Certification/Licensure Type: Transitional

*Subject Area: Select

*Do you hold a Bilingual Extension? ☐ Yes ☒ No

*Grade Level: Select

*Issue Date/Expected Issue Date: 09/01/2020
(MM/DD/YYYY)
(if not yet issued, please indicate the expected issue date)

*Expiration Date: (MM/DD/YYYY)

*Country: United States

Last name used on this certification, if not already provided:

*How would you characterize the way that you obtained your certification? Formal alternative certification program

*Do you hold National Board for Professional Teaching Standards (NBPTS) Certification? ☐ Yes ☒ No

SUPPORTING DOCUMENTS

All candidates should upload copies, screenshots, or photos of relevant documentation that confirms their certification status. Attachments cannot exceed 1 MB in size. You can also fax proof of your certification to us at 718-935-3532.

We strongly advise reviewing [this chart](#), so that you can understand which certification status might apply to you and understand what types of documentation you should upload to demonstrate proof of your status.

If you are still enrolled in a certification program and expect to be certified by September 2020, we highly encourage you to update your status by uploading supporting documentation once your certification has been issued. You may update your status by returning to this form and uploading new supporting documents or by emailing them to TeachNYC@schools.nyc.gov.

Supporting Document Name

Supporting Document No file chosen

☒ *I have read and understand the certification requirements for being eligible to teach with the New York City Department of Education.

- **Additional Expertise (OPTIONAL):** You are not required to answer this question.

Page 3: Resume and Personal Statement

- **Resume:** Please upload an updated resume in this section.
- **Personal Statement Question:** The personal statement is optional.

Preview: Submitting the Application

- **Preview:** Before you submit your New Teacher Application, we encourage you to review your application in the preview step and make any adjustments before clicking 'Complete'. Remember, principals will have access to the information you supply, so it is essential that it is correct and free of typos.

After Submitting Your Application

Once you submit your application your application home portal page will reflect that your application has been submitted.

You can log back onto your New Teacher Application using your email and the password you created and make any updates to your application and common profile, including your contact information, resume, etc.

Thank you for completing your New Teacher Application!