1. Take the 3 New York State Exams for Initial Certification
   1. Liberal Arts and Sciences Test (LAST)
   2. Assessment of Teaching Skills--Written (ATS-W)
   3. Content Specialty Test (CST)
   (PLEASE NOTE: TEST SCORES ARE NOT SENT TO FORDHAM FOR RECORD KEEPING, STUDENTS ARE REQUESTED TO SUBMIT THEIR SCORES DIRECTLY TO NYS CERTIFICATION)

   TESTING INFORMATION
   National Evaluation Systems, Inc. (New York State Teacher Certification Examinations)
   Phone: (413) 256-2882
   Website: http://www.nystce.nesinc.com

   Educational Testing Service (PRAXIS Examination)
   Phone: (609) 771-7395
   Website: http://www.ets.org/praxis/index.html

2. Obtain Fingerprint Clearance.
   Ensure that your fingerprints have been cleared by New York State. If you have been fingerprinted by NYC Dept. of Ed, submit OSPRA 104 form to transfer prints from the city to state level. If you have been fingerprinted by a police precinct, you will then need to complete an OSPRA 103 form to transfer fingerprints from the city to the state level. This form can be obtained online at: http://www.highered.nysed.gov/tcert/ospra/home.html

   Office of School Personnel Review and Accountability (OSPRA):
   Fingerprinting Information
   Phone: (518) 473-2998
   Website: http://www.highered.nysed.gov/tcert/ospra/home.html

3. Take 2 Workshops (if you do not take workshops at Fordham University, you will be responsible to submit proof of workshops on your own.
   Child Abuse Identification Workshop
   School Violence Prevention Workshop

4. Apply for Graduation - go to: my.fordham.edu

5. Complete New York State On-line Certification Application –
   After you have apply for graduation, you may begin your on-line application for initial teacher certification before your degree date is posted officially with Fordham. For on-line New York State certification application, Go to: http://www.highered.nysed.gov/tcert/home.html
   You must contact Ms. Pryor, Pryor@fordham.edu for your program code in order to complete your on-line application.
   After you have completed the on-line application, please check your NYS on-line certification account for verification. and/or missing required information. (This includes fingerprints, workshops and all required exams).
   Once your degree date is posted on your Fordham transcript, you will be recommended by Fordham for your State Certification.
   Go to: my.fordham.edu for degree date posting (transcript).
STEPS FOR COMPLETING APPLICATION:

FIRST: Create Applicant Profile.

STEP 2: Select Certificate(s)

If your degree program leads to dual certification, you must repeat this section twice. Each certificate will use the same “Program Code” for “Area of Interest” but a different “Subject Area” title (see below).

DO NOT MAKE ANOTHER APPLICATION SHEET. The form will prompt you to add another certificate.

A. Select Appropriate Certificate Title & Type:
1. Areas of Interest: Insert Program Code (Please contact Ms. Pryor for program codes. pryor@fordham.edu) (Sample: Childhood Special Education)
2. Subject Area: This is where you would enter your dual certificate information:
   For Dual: First subject Area Title (Sample: Childhood Special Education). Repeat this selection for 2nd Certificate (Sample: Student with Disabilities)
3. Grade Level: (Sample: Pre K-12)
4. Title: Same as subject area
5. Type of Certificate: Initial or Provisional

B. Choose Pathway: You must have your program codes to complete this section, (Please contact Ms. Pryor for program codes. pryor@fordham.edu)