

## Certification Requirements

New York State requires teaching assistants to be certified by the State Education Department (NYSED).

### **Level I Certificate**

- Hold a high school diploma or its equivalent;
- Pass the NYS Assessment of Teaching Assistant Skills (ATAS) which tests proficiency in basic quantitative and communication skills;
- Workshops: (1) Child Abuse Identification (2) School violence Intervention & Prevention (3) DASA and Fingerprint Clearance
- Valid for three years. Opportunity to renew on one occasion for 3 years based on commitment of employment.

### **Level II Certificate**

In addition to meeting the requirements for the Level I certificate:

- College Coursework: 9 semester hours of collegiate study at an institution of higher education that is approved by the Commissioner of Education or a regionally accrediting agency.
- Experience as a NYS Licensed Teaching Assistant – 1 Year
- Valid for three years and is not renewable.

### **Level III Certificate**

In addition to the requirements for the Level I OR Level II teaching certificate:

- College Coursework: 18 semester hours of collegiate study at an institution of higher education that is approved by the Commissioner of Education or a regionally accrediting agency.
- Experience as a NYS Licensed Teaching Assistant – 1 Year
- Continuously valid provided that the requirement of 75 hours of professional development is completed every five years.

### **Pre-professional Certificate (Optional Level)**

In addition to the requirements for a Level III teaching certificate:

- The candidate must be matriculated in a program leading to teacher certification or its equivalent, or employed in a program with an articulation agreement with a teacher preparation program;
- Valid for five years and can be renewed.

### **Special Circumstances**

There may be circumstances where a school district needs to hire a teaching assistant on an emergency basis, for example to accommodate a student's Individual Education Plan (IEP). Under such circumstances ONC BOCES will follow the policy outlined below:

- A school district may employ an individual for **40 days**, if there are no certified teaching assistants available for hire.
- The uncertified individual must register to take the next available New York State Assessment of Teaching Assistant Skills test as well as MEET ALL of the requirements for the Level I Certification as listed above by the end of the 40-day period AND have a TEACH application on file to remain employed.

**Please keep in mind it is your responsibility to obtain valid certification for employment. Failure to obtain proper certification will lead to termination.**

I understand it is my responsibility to complete the certification items listed above and apply in TEACH before or within the first 40 days of employment in order to continue as a Teaching Assistant with ONC BOCES.

Employee

Date

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