

### Requirements for institutional/college recommendation

Please review the following requirements for institutional/college recommendation. A recommendation entered electronically into the TEACH Online System verifies to NYSED that candidate has met the program requirements for certification. Candidates must apply for the certificate and pass the required NYSED exams for the state to issue the teacher certification.

To be recommended for certification, a candidate must have completed the following:

- Earn an overall GPA of 3.0 or higher
- Earn a B- or higher in all Touro GSE courses
  - **Note:** Candidates seeking recommendation for certification starting Fall 2021 and onward will need to earn a grade of B- or higher for all Touro GSE courses.
- NYSED required workshops
  - Child Abuse Identification and Reporting (CAR)
  - School Violence Prevention and Intervention (SAVE)
  - Dignity for All Students Act (DASA)
  - Needs for Children with Autism
- Satisfy NYSED content core requirements (6 credits in each of the following subject: English Language Arts, Historical and Social Sciences, Science, and Mathematics)
- Have an active TEACH account, with fingerprints on file with NYSED

### Process for institutional/college recommendation

Please note that before we submit the recommendation for your certification, we must wait for the Touro Registrar's office to complete the audit for degree conferral process. This may take up to 6 weeks from the degree conferral date to complete. Recommendations are entered when the degree is conferred/awarded according to the audit. Please check your Degree Works frequently to see whether your degree has been awarded yet (see instructions below).

**To determine if degree has been conferred/awarded:**

- [Login to your TouroOne Portal](#), click on **Academics** tab and go to **Degree Works**.
- Under the **Graduation Status**:
  - If you see 'sought' status that means that your degree has not been awarded yet.
  - If you see 'awarded' status that means your degree has been conferred.
- Once the status has been changed from 'sought' to 'awarded' the recommendations will be entered accordingly to the TEACH systems.

**How to look up recommendations on TEACH:**

- To find recommendations entered, [Login to TEACH](#) → **TEACH Online Service** → **Account Information** → **College Recommendations**.

**Apply for Certificate**

- If you have not already done so, please apply for your Initial certificate through TEACH Online. For instructions on how to apply, please go to the link [Apply for Certificate 1.pdf](#).
- Once the application has been submitted, to determine what requirements are needed for your certification, you may go to your TEACH account and follow the instructions below:
  - [Login to TEACH](#) → **TEACH Online Service** → **Account Information** → **Certificates**
  - Click on **'View Evaluation History**
  - Click on the most recent evaluation under **"History Type"**
  - This will bring you to the list of requirements that have been verified or unmet.

**To expedite degree conferral**

If you have an employment opportunity, you may expedite the process. Please note that 'expedite' means that the process to award your degree will take priority to the 6 weeks audit process. It does not mean that the degree will be awarded earlier than the degree date (as the TEACH system does not allow us to enter in recommendations prematurely to your degree date). To expedite the degree conferral, please provide a letter from the school/employer stating the placement/job opportunity and a request to expedite the degree conferral. Please email the letter to the Graduation Office, Lisa Fuller at [lisa.fuller@touro.edu](mailto:lisa.fuller@touro.edu)



**Graduate School of Education**

Certification Recommendation Request (CRR) Form [Page 2]

**Section I:** Candidate must fill out all information in this section. Incomplete forms will not be accepted.

Student Name: \_\_\_\_\_

Student ID: (T) \_\_\_\_\_ Email: \_\_\_\_\_

<p><b>Select the program completed:</b></p> <table border="0"> <tr> <td><b>M.S. Program</b></td> <td><b>B.S. Program</b></td> </tr> <tr> <td><input type="checkbox"/> Early Childhood Education and Special Education (Grades B-2)</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Childhood Education and Special Education (Grades 1-6)</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Special Education, Generalist (Grades 7-12)</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Instructional Technology</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Jewish Childhood Education and Special Education (Grades 1-6)</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Mathematics Education</td> <td></td> </tr> <tr> <td><input type="checkbox"/> School Counseling</td> <td></td> </tr> <tr> <td><input type="checkbox"/> School Building Leadership</td> <td></td> </tr> <tr> <td><input type="checkbox"/> School Building Leadership / School District Leadership [Dual]</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Teaching Literacy</td> <td></td> </tr> <tr> <td><input type="checkbox"/> TESOL</td> <td></td> </tr> </table>	<b>M.S. Program</b>	<b>B.S. Program</b>	<input type="checkbox"/> Early Childhood Education and Special Education (Grades B-2)		<input type="checkbox"/> Childhood Education and Special Education (Grades 1-6)		<input type="checkbox"/> Special Education, Generalist (Grades 7-12)		<input type="checkbox"/> Instructional Technology		<input type="checkbox"/> Jewish Childhood Education and Special Education (Grades 1-6)		<input type="checkbox"/> Mathematics Education		<input type="checkbox"/> School Counseling		<input type="checkbox"/> School Building Leadership		<input type="checkbox"/> School Building Leadership / School District Leadership [Dual]		<input type="checkbox"/> Teaching Literacy		<input type="checkbox"/> TESOL		<p><b>Advanced Certificate Program (w/state exam requirements)</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Bilingual General Education</li> <li><input type="checkbox"/> Bilingual Special Education and Speech &amp; Language Disabilities</li> <li><input type="checkbox"/> Bilingual Pupil Personnel Services</li> <li><input type="checkbox"/> Gifted &amp; Talented Education</li> <li><input type="checkbox"/> Teaching Students with Autism and Severe or Multiple Disabilities</li> <li><input type="checkbox"/> TESOL (advanced certificate)</li> <li><input type="checkbox"/> Mathematics (30 credits)</li> </ul>
<b>M.S. Program</b>	<b>B.S. Program</b>																								
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<input type="checkbox"/> TESOL																									

**Expected graduation date (month/year):** Check off the month and fill in the year.

**Month:**                      **January**                      **June**                      **September**                      **Year:** \_\_\_\_\_

**Practicum/Student Teaching:**

Student Teaching Experience/School \_\_\_\_\_

District \_\_\_\_\_ Grade Level(s) \_\_\_\_\_

Start Date (mm/dd/yyyy) \_\_\_\_\_ End Date (mm/dd/yyyy) \_\_\_\_\_

I attest that I have fulfilled the requirements for institutional recommendation listed on page 1 of this document.	
Candidate Signature _____	Date _____

**BELOW FOR OFFICE USE ONLY** Select the area(s) that the candidate has met.

**Section II:** This section must be completed and signed off by the Office of Certification (OOC) or Program Chair to confirm completion of content core requirements, workshops, and required exams (if necessary). Other types of verification will not be accepted.

<p><b>General Education Requirements (for Initial Certification)</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Completed the NYSED content core requirements (6 credits in the following subjects: English Language Arts, Historical and Social Sciences, Science, and Mathematics)</li> </ul>	<p><b>Credit Requirements</b> (Specific for TESOL Program only)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Earned a minimum of 12 credits of foreign Language undergraduate coursework</li> </ul>
<p><b>Workshop Requirements</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Child Abuse Identification and Reporting (CAR)</li> <li><input type="checkbox"/> School Violence Prevention (SAVE)</li> <li><input type="checkbox"/> Dignity for All Students Act (DASA)</li> <li><input type="checkbox"/> Needs of Students with Autism</li> </ul>	<p><b>NYSTCE Exams</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Educating All Students (EAS)</li> <li><input type="checkbox"/> CST – Multi-Subject</li> <li><input type="checkbox"/> CST – Students with Disabilities</li> <li><input type="checkbox"/> TCAP – Touro Culminating Assessment Portfolio</li> <li><input type="checkbox"/> SBL exam</li> <li><input type="checkbox"/> SDL exam</li> </ul>

I attest that the candidate has met the above content core requirements, workshops, and required exams (if necessary).	
OOC/Program Chair Signature _____	Date _____