

Experience Requirements for Certification

Certain certificates require specific experience. This webpage describes the experience requirements.

Disclaimer: This document intends to serve as a guide to assist in the certification process according to the Regulations of the New York State Commissioner of Education and is not intended to provide a final, definitive interpretation of those regulations, nor a final evaluation of credentials and experience in individual cases. As such, the Department reserves the right to review and revise this webpage without prior notice.

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All experience must be verified by your employer using one of the following forms:

[Verification of Paid Experience for Teaching Assistant Level II or III Certificates](#)

[Verification of Paid Experience for Permanent Pupil Personnel Service \(PPS\) and Professional Classroom Teaching Certificates](#)

[Verification of Experience for Permanent/Professional School Administrator Supervisor/School Building Leader Certificate](#)

Student Teaching or Paid Teaching Experience for Initial Certification

College-supervised student teaching is a component of teacher-preparation programs in New York State. However, if you did not complete a college-supervised student teaching experience, the Department may consider using paid, school-based experience to meet this requirement.

Student Teaching

- If you are applying for your first teaching certificate, such experience must be in a school, within the range of grades covered by the certificate, and in the subject area of the certificate title sought.

If you...

Completed college-supervised student teaching	Completion of the student teaching experience designed by the approved program satisfies the student teaching requirement.
Did not complete college-supervised student teaching	40 days of full-time, paid experience in the subject and grade level of the certificate sought is required. You must be responsible for instruction, classroom management, and other related duties for a class of students.

Practica

- **Speech and Language Disabilities and Library Media Specialist Certificates:**

If you...

Completed a college-supervised practicum	Completion of the practicum designed by the approved program satisfies the practicum requirement.
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Did not complete a college-supervised practicum	One year of full-time, paid experience is required. Such experience must be completed while holding the appropriate certificate unless in a private school or outside New York State.
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- **Literacy Certificates:**

If you...

Completed a college-supervised practicum	Completion of the practicum designed by the approved program satisfies the practicum requirement.
Did not complete a college-supervised practicum	<p>One year of full-time, paid, satisfactory experience as a remedial* literacy teacher is required.</p> <p>The experience must be in the grade level appropriate to the certificate sought (for example, B-6, or 5-12).</p> <p>Experience in a New York State Public School must be validated with a supplementary certificate.</p> <p>*Defined as working with children who are at least two years behind their expected reading level.</p>

Mentoring Requirement – Professional Classroom Teaching and School Building Leader Certificates

"Mentored experience" refers to the guidance and professional support that experienced, certified teachers/school building leaders provide to new teachers/school building leaders in their first year of teaching/building leadership in a public school. In order to receive professional certification, completion of the mentored experience requirement must be verified by the superintendent of the employing school district through the [TEACH Online System](#).

Certificate Holders Who Must Complete Mentoring

- **Classroom Teachers:**

Satisfaction of a mentored experience is one of the requirements individuals must meet in order to qualify for the Professional certificate. A teacher holding a Conditional Initial, Initial, or Transitional B or C must be mentored in their first year of teaching. If a teacher has had at least two years of teaching experience prior to service in a public school while holding an Initial certificate, the teacher is considered to have met the mentored experience requirement.

- **School Building Leaders:**

In order to receive a Professional certificate, a candidate must participate in a mentored program for School Building Leaders in the first year of employment as a School Building Leader, or the candidate must have successfully completed two years of educational leadership service prior to such public school service.

- **Teachers Who Hold More than One Initial Classroom Teaching Certificate:**

Only one mentored experience must be completed by classroom teachers in order to fulfill the mentoring requirement for their Professional Classroom Teaching certificate(s).

The Office of Teaching Initiatives will review mentoring that was completed during the life of the Initial certificate if the mentoring was not received in the first year.

For more information about mentoring go to [Mentoring FAQ](#).

For information on mentoring standards go to [Mentoring Standards](#).

Experience Requirements by Title for Career and Technical Education, Grades 7-12

Agricultural Titles

- **Agricultural Engineering and Mechanics**

This title requires the applicant to have in-depth, comprehensive work [experience](#) at the supervisory/managerial level in the agriculture-related mechanical science industry involving the acquisition, maintenance, service, repair, and/or design and engineering of agricultural production, harvesting, storage, processing and/or distribution equipment.

- **Agricultural Production, Science, and Business**

This title requires the applicant to have in-depth, comprehensive work [experience](#) at the supervisory/managerial level in the food and fiber (farming) industry and/or in the manufacture, production, processing, marketing, distribution and service of agricultural commodities and products.

- **Animal Science**

This title requires the applicant to have in-depth, comprehensive work [experience](#) in the animal science industry involving the reproduction, husbandry, care and maintenance of large and small animals including farm, domestic, laboratory, wildlife and/or exotic animals.

- **Natural Resources and Ecology**

This title requires the applicant to have in-depth, comprehensive work [experience](#) in the conservation and management of natural resources or environmental and/or ecological systems. A combination of multi-faceted and multi-level experiences is necessary as opposed to limited experiences, in jobs such as commercial fisherman, landfill operator, logger, heavy equipment operator, etc.

- **Plant Science**

This title requires the applicant to have in-depth, comprehensive work [experience](#) in the plant science industry involving the reproduction, culture, care and maintenance of food, fiber, ornamental, forest and/or aquatic plant life.

Aviation/Aerospace Maintenance, Manufacturing and Repair Occupations

- **Airframe Maintenance and Repair**

This title requires the applicant to have in-depth, comprehensive work [experience](#) in the diagnosis, repair and upgrading of aircraft structures and control systems. This title can include experience as an airframe technician, aircraft hydraulic technician, aircraft pneumatic specialist. An Airframe Maintenance License from the Federal Aviation Administration required.

- **Avionics**

This title requires the applicant to have in-depth, comprehensive work [experience](#) in the diagnosing, repairing, installation, and upgrading of flight instrumentation.

- **Avionics Trades (Ground School Training)**

This title requires the applicant to have in-depth, comprehensive work [experience](#) in all aspects of pre-flight preparations for aircraft pilots. Included would be experience in reading weather charts, knowledge of

aircraft systems, functions of all instrumentation, and proficiency in using the communication systems of an aircraft.

- **Ground Support Occupations**

This title requires the applicant to have in-depth, comprehensive work [experience](#) in the diagnosing, repairing, and upgrading of equipment used to service aircraft systems while they are on airport service ramps and loading areas.

- **Power Plant Maintenance and Repair**

This title requires the applicant to have in-depth, comprehensive work [experience](#) in the overhaul, tune up and maintenance of the primary powerplant and related systems on aircraft. A Power Plant Maintenance License from the Federal Aviation Administration required.

Construction Industry and Building Maintenance Occupations

- **Carpentry**

This title requires the applicant to have in-depth, comprehensive work [experience](#) in jobs involving the building of commercial structures and residences of wood. For example, employment as a framing and/or finishing carpenter is needed.

- **Electrical**

This title requires the applicant to have in-depth, comprehensive work [experience](#) in the installation and repair of electrical supply and distribution systems in commercial and/or residential buildings.

- **Heating, Ventilation, Air Conditioning and Refrigeration**

This title requires the applicant to have in-depth, comprehensive work [experience](#) in the installation and repair of systems in commercial and/or

residential buildings in any or all of the areas in the HVAC&R title. In most instances, individuals are employed in jobs covering more than one HVAC&R area, such as heating and air conditioning technician or air conditioning and refrigeration technician.

- **Masonry**

This title requires the applicant to have in-depth, comprehensive work [experience](#) in building structures or residences, either in part or wholly, out of masonry materials. Jobs such as bricklayer, stonemason, tile setter, and concrete/cement mason are applicable.

- **Plumbing**

This title requires the applicant to have in-depth, comprehensive work [experience](#) in the installation and repair of water supply and distribution systems in commercial and/or residential buildings.

- **Residential/Commercial Maintenance and Remodeling**

This title requires the applicant to have in-depth, comprehensive work [experience](#) in the various skills/tasks performed in the construction titles noted above but focused on the maintenance and repair of existing buildings and structures. Remodeling refers to the upgrading of buildings and includes the alteration of existing floors, ceilings, roofs and walls.

Cosmetology Occupations

- **Cosmetology/ Barbering**

This title requires the applicant to have in-depth, comprehensive work [experience](#) in personal service to customers in cutting, coloring, straightening, curling and styling of hair. A current NYS license as a barber and/or cosmetologist is also required.

Drafting Occupations

- **Computer-Aided Drafting**

This title requires the applicant to have in-depth, comprehensive work [experience](#) as a draftsman in structural/civil drafting, architectural drafting, heating and ventilation drafting, machine drafting, mechanical drafting, and/or electrical/electronic drafting and, in addition, to have used computer-aided drafting programs in his/her work.

- **Drafting**

This title requires the applicant to have in-depth, comprehensive work [experience](#) as a draftsman in such fields as structural/civil drafting, architectural drafting, heating and ventilation drafting, machine drafting, mechanical drafting, and/or electrical/electronic drafting.

Electronic/Electro-Mechanical Occupations

- **Electrical/Electronic Occupations (Repair and Installation)**

This title requires the applicant to have in-depth, comprehensive work [experience](#) in the installation of electrical/electronic equipment and/or the diagnosis and repair of existing equipment. It does not include the repair and installation of electrical distribution systems or electrical wiring in buildings and residences. (This work is covered under the electrical title in the construction trades cluster.) The key factor in determining acceptable experience in electrical/electronic repair and installation is the type of equipment being installed or repaired. Examples include televisions, radios, microwaves, computers and other similar electrical/electronic equipment.

- **Electro-Mechanical Equipment Occupations (Repair and Installation)**

This title requires the applicant to have in-depth, comprehensive work [experience](#) in the installation of electro-mechanical equipment and/or the

diagnosis and repair of such equipment. It includes most home appliances such as washers, dryers, and refrigerators, as well as a wide range of devices that are mechanical in nature and powered by electricity. It does not include experience with heating, ventilation and air conditioning systems and equipment.

Family and Consumer Science Occupations (Associate or higher degree required)

- **Food and Nutrition**

This title requires the applicant to have in-depth, comprehensive managerial or professional [experience](#) in providing food and nutrition services in an institutional setting or through a recognized service agency such as cooperative extension or as part of a medical or health service agency.

- **Human Services and Family Studies Cluster**

This title requires the applicant to have in-depth, comprehensive managerial or professional [experience](#) in such areas as childcare provider, family counseling, and/or social services provider.

- **Textile and Design Cluster**

This title requires in-depth, comprehensive work [experience](#) in a managerial/supervisory position in the design, development, manufacture, distribution, merchandising and/or retailing of textile products.

Food Service Occupations

- **Culinary Careers**

This title requires the applicant to have in-depth, comprehensive work [experience](#) in food service in such job titles as cook/chef, baker, or caterer.

Graphic, Printing and Visual Communications Occupations

- **Commercial Art**

This title requires the applicant to have in-depth, comprehensive work [experience](#) in the design and production of advertising media, such as employment as a commercial artist.

- **Graphic Imaging (including Printing/Lithography)**

This title requires the applicant to have in-depth, comprehensive work [experience](#) in web design or photo-offset or letterpress process of producing all types of printed media and may include design aspects of these processes as well as production.

- **Media Communications**

This title requires the applicant to have in-depth, comprehensive work [experience](#) in radio and television production and/or broadcasting.

- **Professional Photography**

This title requires the applicant to have in-depth, comprehensive work [experience](#) as a professional photographer involving the setup and production of visual/photographic products. This may include television and video productions

Health Occupations Titles

- **Dental Assisting**

This title requires the applicant to have in-depth, comprehensive work [experience](#) as a dental assistant or dental hygienist. A current NYS Dental Assisting or Dental Hygienist license and registration is required.

- **Dental Laboratory Assisting**

This title requires the applicant to have in-depth, comprehensive work [experience](#) as a dental laboratory assistant.

- **Emergency Medical Services**

This title requires the applicant to have in-depth, comprehensive work [experience](#) in emergency medical services such as paramedic, emergency medical technician, emergency room nurse, and/or emergency room doctor.

- **Medical Assisting**

This title requires the applicant to have in-depth, comprehensive work [experience](#) in medical record keeping including office records, hospital records, and/or medical records transcription.

- **Medical Laboratory Technology**

This title requires the applicant to have in-depth, comprehensive work [experience](#) as a medical laboratory technician.

- **Nurse's Assisting**

This title requires the applicant to have in-depth, comprehensive work [experience](#) as a Registered Professional Nurse. A current NYS license and registration as a Registered Professional Nurse are required.

- **Personal Trainer Assisting**

This title requires the applicant to have in-depth, comprehensive work [experience](#) as a personal trainer, including experience in assessing the physical needs of customers, designing programs for customers, following prescribed programs, nutritional advice, aerobic training, weight and strength training, injury prevention, etc.

- **Practical Nursing**

This title requires the applicant to have in-depth, comprehensive work [experience](#) as a Registered Professional Nurse. A current NYS license and registration as a Registered Professional Nurse are required.

- **Pharmacy Assisting**

This title requires the applicant to have in-depth, comprehensive work [experience](#) in a pharmacy under the direction of a licensed pharmacist filling prescriptions, ordering medications, and assisting customers.

- **Physical Therapy Aid**

This title requires the applicant to have in-depth, comprehensive work [experience](#) as a physical therapist, including experience in assessing the therapy needs of customers, designing programs for customers, consulting with doctors, and familiarity with equipment. A current NYS license and registration as a physical therapist is required.

- **Practical Nursing**

This title requires the applicant to have in-depth, comprehensive work [experience](#) as a Registered Professional Nurse. A current NYS license and registration as a Registered Professional Nurse are required.

Motorcycle, Marine & Outdoor Power Equipment Occupations

- **Motorcycle, Marine & Outdoor Power Equipment**

This title requires the applicant to have in-depth, comprehensive work [experience](#) in the diagnosis and repair of motorized recreational equipment such as RVs, ATVs, and motorcycles; power marine equipment such as inboard or outboard motor boats or personal watercraft; and/or power grounds-keeping equipment such as chainsaws, weed eaters, edgers and trimmers.

Performing Arts

- **Performing Arts – Dance Music**

This title requires the applicant to have in-depth, comprehensive work [experience](#) in the direction, arrangement, composition and/or performance of dance music.

- **Performing Arts – Drama**

This title requires the applicant to have in-depth, comprehensive work [experience](#) in the production, direction and/or performance of theatrical works (drama or comedy).

- **Performing Arts/Dance – Classical Ballet**

This title requires the applicant to have in-depth, comprehensive work [experience](#) in the direction, choreography and/or performance of classical ballet.

- **Performing Arts/Dance – Modern**

This title requires the applicant to have in-depth, comprehensive work [experience](#) in the direction, choreography and/or performance of modern dance.

Precision Metal Work Occupations

- **Machine Tool Operations/Machine Shop**

This title requires the applicant to have in-depth, comprehensive work [experience](#) in the production of metal or plastic parts by operating precision forming, bending, or cutting machines. Examples of job titles that provide this work experience are tool and die cutter, machinist, and machine tool operation technician.

- **Welding**

This title requires the applicant to have in-depth, comprehensive work

[experience](#) in the fabrication, design, cutting and joining of heavy metal structures/machines through welding and brazing processes, for example, as a welder or welding technician.

Technical Subject Titles (Associate or higher degree required)

- **Computer Technology**

This title requires the applicant to have in-depth, comprehensive work [experience](#) in such areas as computer programming, computer systems analysis, computer systems design and development, network engineering, computer sales, computer installation and repair, data base management, computer operations research, and/or artificial intelligence research.

- **Electrical/Electronic Technology**

This title requires the applicant to have in-depth, comprehensive work [experience](#) in such areas as industrial and manufacturing automation, robotics, electronics technology, computer installation and repair, electrical/electronics control systems, electrical/electronic instrumentation, electrical/electronic communication systems, microwave technology, microwave engineering, electrical/electronic field service technology, electrical/electronic maintenance supervision, electrical/electronic site management, circuit board technology or related military experience in electronics such as sonar technology, radar technology, satellite technology, and/or missile guidance systems technology.

- **Mechanical Technology**

This title requires the applicant to have in-depth, comprehensive work [experience](#) in such areas as mechanical technology, mechanical engineering, machining, tool and die making, mechanical drafting, metrology, metallurgy and/or hydraulics.

Unique And Emerging Occupations

- **Ophthalmic Dispensing**

This title requires the applicant to have in-depth, comprehensive work [experience](#) in the interpretation of prescriptions and the making of eyeglasses. A current NYS license and registration as an ophthalmic dispenser is required.

- **Optical Mechanics**

This title requires the applicant to have in-depth, comprehensive work [experience](#) in the grinding of lenses for eyeglasses.

- **Security Operations**

This title requires the applicant to have in-depth, comprehensive work [experience](#) in providing security services to public and private entities such as stores, corporations, or schools. Experience in such jobs as security officer, police officer, detective, investigator or fire investigator is applicable.

- **Textile Production and Fabrication (Clothing Trades)**

This title requires the applicant to have in-depth, comprehensive work [experience](#) in the design, manufacturing, development, merchandising and/or retailing of textile products.

- **Travel Services**

This title requires the applicant to have in-depth, comprehensive work [experience](#) in the making of travel plans; making of reservations for hotels, cruises and rental cars; on line computer experience with airlines, hotels and vehicle rental agencies and familiarity with international travel rules.

- **Upholstering**

This title requires the applicant to have in-depth, comprehensive work [experience](#) in the upholstering and reupholstering of furniture and knowledge of upholstery fabrics.

- **Warehousing**

This title requires the applicant to have in-depth, comprehensive work [experience](#) in a warehouse and with the operation of heavy machinery used in a warehouse, such as fork lifts.

Vehicle Maintenance and Repair Occupations

- **Vehicle Body Repair and Painting**

This title requires the applicant to have in-depth, comprehensive work [experience](#) in auto-body repair and painting.

- **Vehicle Mechanical Repair (Including Heavy Equipment Operation And Repair)**

This title requires the applicant to have in-depth, comprehensive work [experience](#) in the diagnosis and repair of the major electro-mechanical systems of late model automobiles and/or heavy equipment in jobs such as automotive engine technician/mechanic, transmission technician/re-builder, brakes and suspension specialist, and/or alignment specialist.

Experience Requirements – Initial School Building Leader

For the Initial Certificate:

- [Three years of full-time](#) valid experience in [classroom teaching](#) or [pupil personnel service](#).

Experience Requirements – Teaching Assistant Certificates

For the Level II and Pre-Professional Teaching Assistant Certificate:

- One year of [full-time or the equivalent](#) teaching assistant experience while holding a valid New York State Teaching Assistant Level I certificate.

For the Level III Teaching Assistant Certificate:

- One year of [full-time or the equivalent](#) teaching assistant experience while holding a valid New York State Teaching Assistant Level I certificate.

OR

- One year of [full-time or the equivalent](#) teaching experience while working under a valid New York State teaching certificate.

Acceptable experience for a Level II, Level III or Pre-professional Teaching Assistant Certificate includes:

- One year of [full-time experience or the equivalent](#) in a New York State public or private school as a teaching assistant while holding a valid New York State teaching assistant certificate.
- One year of [full-time classroom teaching experience or the equivalent](#) while holding a valid New York State classroom teaching certificate.

Unacceptable experience for a Level II, Level III or Pre-professional Teaching Assistant Certificate includes:

- Experience as a teacher aide.
- Experience as a teacher assistant without a valid New York State teaching assistant certificate or New York State classroom teaching certificate.
- Experience as a classroom teacher without a valid New York State Classroom Teaching Certificate
- Experience as a teaching assistant outside New York State.

Experience Requirements – Transitional Certificates

For the Transitional A Certificate:

- **Option A:** If an Associate’s Degree is held in the subject of the certificate sought:
Two years of satisfactory, paid work experience in the Career and Technical Education (CTE) area for which a certificate is being sought.
- **Option B:** If a high school diploma is held:
Four years of satisfactory, paid work experience in the CTE subject for which a certificate is sought.
- **Option C:** If an Associate’s Degree is held in the subject of the certificate sought:
Two years of satisfactory teaching experience at the post-secondary level in the subject of the certificate.

For the Transitional D Certificate:

- The alternative school district leader certification program must submit evidence of exemplary [prior leadership experience](#) and have endorsement for each criterion.

For the Transitional G Certificate:

- Two years of [satisfactory teaching experience](#) at the post-secondary level in the certificate title to be taught or in a closely related subject area.

Experience Requirements – School Administrator / Supervisor (SAS)

For the Permanent Certificate:

- [Two years of full-time administrative experience](#) , as defined below. You must provide evidence that acceptable experience was gained during the validity period of the Provisional or Provisional Renewal SAS certificate.

Note: Only certain types of experiences are considered administrative. To review what types of experiences are considered administrative, please see [Administrative Experience](#).

Experience Requirements – Pupil Personnel Service

For the Permanent Certificate:

- [Two years of full-time pupil personnel service](#) in the title of the certificate (school counseling, school psychology, school social worker, school attendance teacher, school nurse teacher, or school dental hygienist).

Examples of Acceptable Pupil Personnel Service Experience include:

- Experience in a school setting while working in the area of the certificate that you hold; for example:
- Two years of [full-time experience](#) as a school social worker, while holding a Provisional or Provisional Renewal School Social Worker Certificate.
- One year of [full-time experience](#) as a school counselor at a private middle school, and one year of [full-time experience](#) as a school counselor at a public school, while holding a Provisional or Provisional Renewal School Counselor Certificate.
- Two years of [full-time experience](#) as a school psychologist in an elementary school, while holding a Provisional or Provisional Renewal School Psychology Certificate.

Examples of Unacceptable Pupil Personnel Service Experience include:

- Occupational and physical therapy positions filled by individuals through the civil service are not considered pupil personnel services.
- Mental Health Counseling, Creative Arts Therapy and Dance Therapy are professions and are not considered pupil personnel services.
- Drug and Alcohol counseling experience while not holding a NYS pupil personnel certificate or if the counselor was appointed as a civil service position.
- Professional experience gained outside of a school or self-employment.
- Experience not in the title of the certificate.

Experience Requirement – Classroom Teaching

For the Professional Certificate:

- [Three years of full-time experience or the equivalent](#) in the title of the certificate, as defined below.

Acceptable Settings for Classroom Teaching Experience

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In addition to New York State public or non-public schools, the following are examples of acceptable settings where employment as a Head Teacher or a primary classroom teacher would be acceptable:

- Licensed day care center
- Registered, non-public nursery schools or kindergartens
- Universal Pre-K (UPK)
- Hospital or correctional facility with a K-12 educational program
- [Homebound teaching](#)
- Charter school
- Public or private schools not in New York State, even if not in the USA. (The school must be recognized by the public school district or other governmental entity in which it is located).
- Peace Corps service as long as the teacher submits an abstract of services provided by the Peace Corps

Additional Resources

For a list of public and non-public schools in New York State go to

<http://www.p12.nysed.gov/irs/schoolDirectory>

For a directory of registered nonpublic nursery schools/kindergartens in New York State go to

<http://www.p12.nysed.gov/nurseryschool/information/nurserydirectory.html>

To see if a day care center in New York State is licensed go to

http://www.ocfs.state.ny.us/ccfs_facilitysearch

Note:

Teaching experience MUST be in the area/level of the certificate held in order to be valid and acceptable.

If your total experience is from more than one school, not consecutive days, or part-time, you will need to submit a letter from your human resources director or school administrator verifying the total number of days taught

each school year. The letter must distinguish between full time and part time days and verify the grade level and subject taught.

Acceptable Classroom Teaching Experience includes:

Within New York State Public Birth –Grade 12 Schools...

- Paid experience as a teacher in the public schools of NYS, while holding the appropriate certification.
- Paid experience, in the title of the certificate sought, as a teacher in recognized private schools.
- Paid [Substitute Teaching](#) experience, both day-to-day (per diem) and long term is acceptable if it meets the general requirements listed above and is in accordance with regulation. **Make sure to keep track of the days that you teach each subject.**
- Paid [Itinerant Teaching](#) experience, Students with Disabilities or Special Education Itinerant Teachers (SEIT), or Speech and Language Disabilities teachers, who are required to hold the respective certificates.
- Paid experience gained while holding a valid Transitional B/C/D or Internship certificate is acceptable as long as the certificate holder remains in the program.
- [Alternative education](#) teaching to the NYS Learning Standards, to students who remain on the day school record.
- Teaching college courses (Advanced Placement) in high school as a NYS certified teacher employed by the high school and certified in the appropriate area.
- Experience gained while holding a valid [Transitional A, B, C or G certificate, or Internship Certificate](#).

Outside of New York State Public Birth – Grade 12 Schools...

- [Adult education teaching](#) while holding an adult education certificate or NYS classroom teaching certificate if the position is Employment Preparation Education funded such as English to Speakers of Other Languages, General Education Diploma, and Adult Basic Education.

- A certificate holder who is employed by an organization/district as a tutor during the regular school day working with students in a home, hospital or school setting, teaching content as required by NYS Learning Standards where a certificate is required by the New York State Commissioner's Regulations. The tutor must be the teacher of record.
- Teaching at the Department of Corrections, Division for Youth, or Office of Mental Retardation/Developmental Disabilities with a State approved educational program, while holding the appropriate certificate.

If you hold more than one certificate...

- If you have more than one certificate (e.g. Mathematics, Biology, English) you may teach one of the subjects in accordance with NYS Commissioner's Regulations to satisfy the experience requirement for all three.

Unacceptable Classroom Teaching Experience includes:

- Teaching assistant experience
- Teaching a subject different than the certificate title
- Tutoring in an after school program
- Private tutoring
- [Home schooling](#)
- Teaching at the college level, or teaching college students high school level courses
- Teaching high school students at the college level as an individual employed by the college
- Student teaching experience
- Volunteer teaching experience
- Coaching
- Employment by museums, nature centers, zoos, camps, etc. as personnel (guides, instructors, counselors, scientists)

Experience Requirements – School Building Leader (SBL) and School District Leader (SDL)

For the Professional Certificate:

- **School Building Leader (SBL)**

Three years [full-time experience](#) in an educational leadership position, which must include at least one year as a school building leader.

- **School District Leader (SDL)**

Three years [full-time](#) classroom [teaching experience](#), [pupil personnel](#) or [educational leadership experience](#).

Acceptable Leadership Experience

This is intended to serve as a guide for determining whether or not experience is acceptable.

1. Key Responsibilities:

The responsibilities must demonstrate that the position requires being:

- Responsible for the hiring and retention of certified professional personnel
- Responsible for the pedagogical supervision and performance evaluation of certified personnel
- Responsible for budget preparation and implementation (this does not include being given discretion to spend minor sums of money on departmental supplies such as paper, pens, chalk, etc.)
- Responsible for curriculum development and supervision of its implementation

In determining the leadership nature of a position, all duties are considered. It is not sufficient that the person occupying the position is responsible for just one or two of the areas noted above. If the person's time is spent assisting, expediting and advising, the position is not acceptable as leadership in nature.

2. Percentage of Time

If the person serves in a leadership position for at least 25% but not exceeding 60% his/her work schedule, that individual can be a member of the teachers' bargaining unit.

If more than 60% of the person's work schedule is leadership in nature, that person cannot be a member of the teachers' bargaining unit.

If the person is assigned to leadership duties for more than 60% of his/her work schedule and is a member of the teachers union, the experience cannot be accepted.

3. Examples of Acceptable Administrative Titles:

District level positions:

- Superintendent of Schools
- District Superintendent
- Assistant Superintendent (for various district-wide functions, including personnel, and curriculum)
- Deputy superintendent of schools
- Associate superintendent of schools

Keep in mind that only the titles defined in [Education Law Section 3003](#) are covered by a district leader certificate.

Building level positions:

- Principal

- Assistant Principal
- Vice Principal
- Associate Principal
- Director (i.e., of Special Education, of Physical Education, of Elementary Education, of Secondary Education, of Career and Technology Education, of Pupil Personnel Services)
- Supervisors
- Department Chairperson
- Coordinator
- Unit head

4. Titles that are generally NOT considered administrative:

- Dean of Students¹
- Instructional Support Services Coordinators (as defined under regulation)²
- Athletic Director³
- Chair of the Committee on Special Education⁴
- Civil service positions
- School District Business leader positions, including:
 - Deputy Superintendent of schools for business
 - Associate superintendent of schools for business
 - Assistant superintendent of schools for business

¹ The Dean of Students position is typically filled by a teacher, and does not typically involve all of the administrative duties described above.

² Instructional Support Services Coordinators are typically responsible for personnel through training workshops, professional development, study groups, mentoring, modeling instruction, coaching, and similar services. This role can be filled by a teacher and does not typically involve all of the administrative duties described above.

³ Athletic Directors are typically responsible for supervision of coaches and other positions that do not require a teaching certificate. This role can be filled by a teacher and does not typically involve all of the administrative duties described above. The position of Athletic Director does not require formal state certification; however, if the Athletic Director is also the Director of Physical Education, the experience is considered administrative, as a Director of Physical Education must hold Physical Education and administrative certification.

⁴ Regulations do not require the Chair of the Committee on Special Education position to be filled by an administrator.

Transitional D Certificates

To receive a Transitional D Certificate, the candidate must meet the following requirements.

- The candidate shall demonstrate at least three years of exemplary service in a leadership position in an organization or organizations in which the candidate has demonstrated strong performance. Through this equivalent prior experience, the candidate shall demonstrate the following accomplishments:
 - Developed and promoted a vision for an organization.
 - Collaboratively identified goals for achieving that vision.
 - Communicated effectively to promote goals.
 - Led data-driven long term planning.
 - Made change through fact-based, ethical decision-making to overcome a challenge.
 - Established accountability for achieving goals and objectives.
 - Developed aligned professional development.
 - Supervised the management of finances and facilities to support achievement of goals.
 - Applied statutes and regulations in accordance with law and developed and implemented policies in accordance with law.

For a Transitional D School District Leader Certificate holder to progress to a Professional certificate, the candidate must:

- Complete three years of [educational leadership service](#) and/or classroom teaching service and/or [pupil personnel service experience](#) in public or non-public school (N-12).

- At least one of the three years of service must be in a position that requires certification as a school district leader while holding the Transitional D certificate.

Glossary of Terms

A "year of experience" is defined as:

- A minimum of 180 days of full-time, continuous school experience in the title of certification, completed within a 12-month period.

OR

- A minimum of 180 days of full-time, continuous school experience in the title of certification, completed in periods of no less than 90 days within a 12-month period.

OR

- A minimum of 360 days of part-time continuous school experience consisting of an average of 2.5 days per week in the title of certification and completed in periods of no less than 90 days each within a 12-year period.

OR

- A minimum of 360 days of part-time school experience, which shall include at least 45 days of part-time continuous school experience within a 12-year period in the title of the certificate sought, consisting of at least of one class period each day with a consistent group of students during such time period.

Additional Considerations

- No more than 180 days of full-time experience will be counted in a calendar year.
- Summer school experience will count as long as the above limit is not exceeded.

A "year of occupational experience" for Career and Technical Education teachers is defined as:

- A minimum of 10 months in a calendar year of full-time, satisfactory employment in the occupational field of the certificate.

Administrative and Supervisory Service

- Administrative and supervisory service includes employment in public or private Birth –Grade 12 schools of individuals certified as School District Administrator, School Administrator and Supervisor, School Business Administrator School Building Leader, School District Business Leader or School District Leader.

Adult Education

- An individual teaching an **avocational subject** (a subject not career-related; such as driving lessons, or gardening, for example) shall have three years of preparation or experience in the subject which the individual is employed to teach (or less preparation based on the finding of the chief school officer).
- An individual teaching an **occupational education subject** for which no high school credit is granted and for which there is no appropriate teaching certificate shall have three years of preparation and/or experience in the subject which the individual is employed to teach (or less preparation based on the finding of the chief school officer).

For more information, go to [Adult Education](#).

Alternative Education

- NYS alternative education provides options for students who are at risk of dropping out of school to remain engaged in an alternative learning environment that focuses on their particular skills, abilities and learning styles. Alternative education programs have for decades provided additional pathway for students to complete their secondary education and transition to a post- secondary or career option

For more information, go to [Alternative Education](#).

Grade Level/Student Developmental Level

- There are four developmental levels corresponding to the different certificates available:
Early Childhood Birth-Grade 2
Childhood Grades 1-6
Middle Level Grades 5-9
Adolescent Grades 7-12
Administration and Pupil Personnel Services certificates are valid in grades K-12. Additionally, Career and Technical Education certificates are valid for grades 7-12.

Incidental Teaching

- A superintendent of schools may assign a teacher to teach a subject not covered by the teacher's certificate or license for a period not to exceed 5 classroom hours a week, when no certified or qualified teacher is available after extensive and documented recruitment.

Pupil Personnel Service

- Pupil personnel service includes the following services offered in elementary and secondary schools: school attendance teacher, school counselor, school dental hygiene teacher, school nurse-teacher, school psychologist or school social worker.

Substitute Teaching

- A substitute teacher is one who is employed in place of a regularly appointed teacher who is absent but is expected to return. Long-term basis means employment for more than 40 days by a school district in a school year. Itinerant basis means employment for 40 days or less by a school district in a school year.

To determine whether you may work more than 40 days, see additional information at the following link: [Substitute Teaching](#).