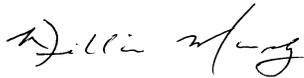




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January 28, 2021

To: District Superintendents
Superintendents of Schools
Public School Administrators
Charter School Administrators

From: William P. Murphy 

Subject: Certification Status of Educators Who Hold an Expired Certificate and Applied for Certification On or Before Their Certificate's Expiration Date

Several certificates, such as Initial and Provisional certificates, are valid for a limited period of time. These time-limited certificates have an expiration date of either August 31 or January 31, depending on the effective date of the certificate. As the expiration date approaches, the Office of Teaching Initiatives (OTI) works hard to expedite the evaluation of applications in "Ready for Review" status submitted by educators who hold certain expiring certificates.

State Administrative Procedures Act (SAPA) §401(2)

Based on the State Administrative Procedures Act (SAPA) §401(2), when certificate holders have made a timely and sufficient application for the renewal of a certificate or a new certificate of a continuing nature, the existing certificate does not expire until such application has been evaluated by the New York State Education Department. For example, educators who hold an expiring Initial certificate and apply for the Initial Reissuance or Professional certificate on or before their certificate's expiration date would fall under this statute.

This statute applies to educators who hold expiring teaching, educational leadership, pupil personnel services, teaching assistant, and coaching certificates. It holds harmless these educators who have an appropriate, paid renewal or next level certificate application on file, with documentation verifying that all certification requirements are met, in the [TEACH system](#) on or before their certificate's expiration date.

Please note that if the Department evaluates the renewal or next level certificate application after the educator's certificate expiration date, and determines that the educator does not meet the requirements for the renewal or next level certificate, his or her existing certificate will be considered expired as of the date of the evaluation.

Certification Requirements

Examples of expiring certificates and their corresponding renewal or next level certificates include, but are not limited to, those in the following table.

Examples of Expiring Certificates	Examples of Corresponding Renewal or Next Level Certificates
Conditional Initial, Emergency COVID-19, Internship, Residency, Supplementary, or Transitional	Initial
Initial, Initial Reissuance, or Transitional	Professional
Initial	Initial Reissuance
Provisional or Provisional Renewal	Permanent
Provisional	Provisional Renewal
Teaching Assistant Level I, Level II Renewal, Level II, Pre-Professional, Pre-Professional Renewal	The next level certificate, including Teaching Assistant Level III.
Temporary Coaching License through the Professional Coaching License	The next level certificate, including the Professional Coaching License Renewal.

The requirements for certification are available through the [Search Certification Requirements webpage](#). The following webpages also provide information about specific Professional and Permanent certificate requirements.

- [Experience requirements](#)
- [Professional certificate master's degree requirement](#)
- [Professional certificate progression](#)
- [Permanent certificate description](#)
- [Permanent certificate progression](#)

Educators with certain expiring certificates may be eligible for a three-year [Time Extension](#), five-year [Initial Reissuance](#), or five-year [Provisional Renewal](#). They can only earn one Time Extension, Initial Reissuance, and Provisional Renewal per certificate title (e.g., Childhood Education).

Application Status

Educators may need to have their college [submit a transcript](#) or an appropriate recommendation for certification for their paid application to move into “Ready for Review” status and enter the line to be evaluated. They can check the [status of their application](#) and the evaluation history on the Account Information page of their TEACH account (in the Certificates section, appearing in the Applications table).

Educators who have a paid application and an appropriate college recommendation for certification on file, but the application is not in “Not Ready for Review” status, should contact OTI about the status of their application at: tcert@nysed.gov.

Contact Information

Educators who have questions about certification can send an email to OTI at: tcert@nysed.gov. Emails sent to OTI should include the educator’s full name, as it appears in TEACH, and either their date of birth or the last four digits of their Social Security Number, so that OTI staff can access the educator’s account information.