

Expedited Service Request Form

Please note: Teaching Assistant and Certificate Progression applications cannot be expedited.

Instructions

Employers complete the “Applicant Information” section and then complete either Part A or B:

- **Part A** - To be completed by schools and districts served by a BOCES Regional Certification Office.
- **Part B** - To be completed by all other districts, charter schools, nonpublic schools, and agencies.

The completed form is sent to the Office of Teaching Initiatives at otiexpedite@nysed.gov with “Expedited Service Request” in the subject line.

Eligibility

The application must be in "Ready for Review" status in [TEACH](#). If the application is not in "Ready for Review" status, the applicant must pay the application fee, receive a college recommendation, and/or have transcripts submitted to the Office of Teaching Initiatives to place the application in this status.

In addition, Teaching Assistant and "Certificate Progression" applications are not eligible for expedited service. "Certificate Progression" refers to applications where the applicant is advancing from the Provisional to Permanent certificate or from the Initial to Professional certificate.

Applicant Information		
First Name:	Last Name:	Middle Initial:
Date of Birth: / /	Last 4 Digits of Social Security Number:	
Is the application in “Ready for Review” status? If the response is “no”, the application cannot be expedited. <input type="checkbox"/> Yes <input type="checkbox"/> No		
Certificate title(s) of the applications to be expedited:		
Part A – Schools and Districts Served by a BOCES Regional Certification Office		
Requesting Employer:		
BOCES Submitting Request:		
Print Name of BOCES Regional Certification Officer (RCO) Submitting Request:		
Email:	Today’s Date: / /	
Part B – All Others		
Requesting Employer:		
Print Name of Individual Submitting Request:		
Email:	Today’s Date: / /	