




Deputy Commissioner
Office of Higher Education

April 18, 2018

To: District Superintendents
Superintendents of Schools
School Principals
Other Interested Parties

From: John L. D'Agati 

Subject: Expiring Initial and Professional Certificate Holders

The Office of Teaching Initiatives is notifying Initial and Provisional certificates holders, that have one or more certificates expiring August 2018, with information regarding their next steps towards Permanent or Professional certification. This notice is being sent to the certificate holders via email to the verified email address in TEACH. Our goal is to have these individuals apply and submit the required documentation in a timely manner. This will allow for the applications to be evaluated prior to the beginning of the school year.

In addition, we are posting to the NYSED Business Portal a list of certificate holders with expiring Initial and Provisional certificates along with a request for the respective District to contact the certificate holder directly and ask that they act now to avoid having their certification expire. You can access the Portal at: <https://portal.nysed.gov/abp>.

We have provided the following resources to the Districts to assist the certificate holder.

The following links on the Office of Teaching website may be of assistance:

- Time Extension: <http://www.highered.nysed.gov/tcert/certificate/timeext.html>
- Initial Reissuance: <http://www.highered.nysed.gov/tcert/certificate/reissue.html>
- Provisional Renewal: <http://www.highered.nysed.gov/tcert/ctert.html>
- Professional: <http://www.highered.nysed.gov/tcert/certificate/AdvanceInitProf.html>
- Permanent: <http://www.highered.nysed.gov/tcert/certificate/AdvanceProvPerm.html>

Certificate holders may email tcert@nysed.gov or call (518) 474-3901 with their questions if they cannot find the answer on the Office of Teaching Initiatives website at <http://www.highered.nysed.gov/tcert/>. Districts/school administrative personnel only may email otadmin@nysed.gov or call (518) 474-4661 with questions. (This information is not to be provided to individual certificate holders.)

You may also have received information regarding certificate holders within your BOCES posted to the Portal. We are asking that your BOCES work with your certificate holders and also work with your component districts to make them aware of this.

Thank you in advance for your assistance. We hope this will make a smooth transition to the Professional certificate, time extension, reissuance or Provisional renewal for many of these certificate holders.