



Office of Teaching Initiatives

Educator Resources

Expedited Service Requests by Employers

School districts, charter, non-public schools or agencies that require certified personnel, may request expedited service for priority processing of certificate applications for candidates they are seeking to employ.

Expedited service is primarily intended for new hires; however requests for expedited service will also be accepted for teachers who are required to hold certification in another area. The application for certification must be at least two weeks old. Please note that we will not expedite Teaching Assistant or current* "Certificate Progression" pathway cases. The Office of Teaching Initiatives will only accept a request for expedited service one time for an application, as all requirements should be completed prior to this submission and applications are only valid for two evaluations.

Individuals on active US military duty, or dependents of active military who have been issued a DD Form 1173 (not to be confused with a DD Form 1173-1) may request expedited review of their application by emailing OTIexpedite@nysed.gov, provided that the application status in their TEACH account is "ready for review". Dependents will need to include in their email a copy of their valid DD Form 1173 having the same name as listed in their TEACH account. A DD Form 1173-1 is not acceptable for this benefit.

Click the Request Procedure that best describes you

[Request Procedure for All Schools that are a Component District of a BOCES with a Regional Certification Office \(RCO\)](#)

[Request Procedure for Schools Districts, Charter, Non-Public Schools or Agencies Not Served by a BOCES Regional Certification Office](#)

***Transcripts**

Only official transcripts in a sealed college/university envelope that includes the applicant's name, last four digits of their social security number and date of birth must be sent to the Office of Teaching Initiatives. If for any reason the college/university is unable to include this information on the transcript, the college/university may attach a cover letter in the sealed envelope. **Transcripts submitted without the requested identifying information will not be reviewed.** Electronic transcripts (even those sent by clearinghouses contracted by a college) will not be reviewed. The college registrar must send the official transcript to the Office of Teaching Initiatives, New York State Education Department, 89 Washington Avenue, Albany, NY 12234.

* Current Certificate Progression means the Initial/Provisional has not already expired.