



# New Student Orientation Certification and Licensure

Pam Kaptein

Administrator for Assessment, Accreditation and  
Certification

Certification Officer

[certification@warner.rochester.edu](mailto:certification@warner.rochester.edu)

585-276-5405

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**WARNER**  
SCHOOL OF EDUCATION  
UNIVERSITY of ROCHESTER

# Certification Office Connections

- Record workshop completion
  - Students complete on their own timeline
  - Must be completed no later than one month before program completion
- Provide guidance on which provider to work with, for certification requirements
  - Fingerprinting
  - Workshops
  - Exams
- Support students through the process of applying for certification

[certification@warner.rochester.edu](mailto:certification@warner.rochester.edu)



# Students that can be dismissed

- Dismiss students registered in programs that don't lead to NYS certification or licensure:
  - Educational Policy
  - Higher Ed
  - Health Professions
  - Human Development (not ABA students)
  - Online Teaching and Learning
  - Program Evaluation
  - Doc programs without cert



# Programs remaining

- Applied Behavioral Analysis
  - Community Mental Health Counseling
    - School Counseling
      - Administrators
- Classroom Teaching



# Certification and Licensure

- On Warner home page (search “certification” or “licensure”):  
<https://www.warner.rochester.edu/students/support/certification>
- Orientation document
- Registration info for all workshops
- FAQ's re: Certification and Licensure
  - TEACH
  - Workshops
  - Certification Exams
  - Applying for Certification
  - Certificate Issuance
  - Miscellaneous
- Application for certification instructions
- NYS Program Codes for TEACH
- Form requesting recommendation in TEACH
- Confirmation letters
- Next steps to certification; when nearing program completion
- **\*\*\*bookmark: Certification and Licensure Summary**



# Workshops

- Child Abuse Identification
  - Only workshop that is required for ABA and Mental Health programs
- Safe Schools Against Violence in Education (SAVE)
- DASA (Dignity for All Students Act)
- Recommend to complete each workshop as soon as possible. Advisor will let you know if there are program-specific requirements about timing.
- Only have to take each workshop once
- Registration information can be found on our website
- Reminders sent via email each semester
- Student sends certificate of completion to [certification@warner.rochester.edu](mailto:certification@warner.rochester.edu)
- Provider uploads certificate of completion to TEACH
  - The Office of Professions, for ABA and Mental Health licensure doesn't use the TEACH system, students need to retain the copy of the certificate of completion; will need for licensure



# Child Abuse Identification Workshop

- Two-hour training in the identification and reporting of suspected child abuse and maltreatment.
- Required for:
  - students seeking New York State certification in teaching, school counseling, and administration.
  - students seeking New York State licensure in clinical mental health counseling and applied behavior analysis.
- Complete workshop at [NYS Office of Children and Family Services](#)
  - Register for an account and complete through their system
- Submit certificate of completion
- First became a requirement in February 1991.
- Updated requirements recently; Anyone graduating after April 1, 2025 will need new content



# Fingerprint-Supported Background Check

- New York State requirement for:
  - certification applicants in teaching, counseling, and administration
  - anyone who is intending to work with children, either through ABA or CMHC licensure
- Complete your fingerprinting as soon as possible.
  - Many internships and student teaching placements cannot begin until fingerprinting has been complete.
- Fingerprinting done through Identogo: [www.identogo.com](http://www.identogo.com) .
  - Set up account
  - Answer questions related to citizenship, and other essential info.
  - All information is online at NYSED/OSPRA (Office of School Personnel Review and Accountability).
    - <http://www.nysed.gov/educator-integrity/fingerprint-process>
  - NYSED Fingerprint Helpdesk; [ospira@nysed.gov](mailto:ospira@nysed.gov) or call (518) 473-2998.





Be kind to your  
future self!



# Dismiss Programs

Candidates in the following programs can be dismissed:

- CMHC
- ABA



# SAVE Workshop

SAVE (Safe Schools Against Violence in Education) workshop:

- Two hours of training in school violence prevention and intervention
- Required for students seeking New York State certification in teaching, school counseling, and administration.
- Opportunity to complete workshop through Genesee Valley BOCES
  - One-time registration fee covered for students matriculated in a program that leads to NYS certification or licensure.
    - Register for an account and complete through their system
    - Deadlines determined by your registration date
    - If you miss the deadline for course completion for any reason, you will be responsible for any subsequent registration costs
- Can choose to complete at any [NYS-approved provider](#)
- Submit certificate of completion
- Became a requirement in February 2001



# DASA (Dignity For All Students Act) Workshop

- Six hours of training in Harassment, Bullying, Cyberbullying, and Discrimination in Schools: Prevention and Intervention
- Required for students seeking New York State certification in teaching, school counseling, and administration.
  - Opportunity to complete workshop through Genesee Valley BOCES
    - One-time registration fee covered for students matriculated in a program that leads to NYS certification or licensure.
      - Register for an account and complete through their system
      - Deadlines determined by your registration date
      - If you miss the deadline for course completion for any reason, you will be responsible for any subsequent registration costs
    - Two-part training:
      - Three-hour part I component
      - Confirmation of completion of all modules
      - Three-hour part II
  - Can complete at any [NYS-approved provider](#)
  - Submit certificate of completion
- Became a requirement in January 2014;
  - likely will need it if seeking a second certification



# Exams

- NYSTCE testing requirements will depend on the subject area(s) of certification.
  - [www.nystce.nesinc.com](http://www.nystce.nesinc.com)
- Content Specialty Test (CST)
  - Each subject area
- Educating All Students (EAS)
- Requirements specific to area of certification  
<http://eservices.nysed.gov/teach/certhelp/CertRequirementHelp.do>
- Be sure to select University of Rochester to receive results (not school district)



# TEACH records

- Keep name current in the TEACH system
- If you're a Jr. or III or have a name change, needs to be exactly how listed on your legal identification
- <http://www.highered.nysed.gov/tcert/namechg.html>



# Certification student to-do list

Things you can do now:

1. Register for TEACH account
  - Same NYS system as DMV and unemployment
2. Review requirements specific to area of certification:

<http://eservices.nysed.gov/teach/certhelp/CertRequirementHelp.do>

3. Complete fingerprinting process
4. Complete all workshops

Have a Great Semester!



## Mission statement

At the Warner Graduate School of Education and Human Development, we believe that education can **transform lives and make the world more just and humane.**

