

Frequently-Asked Questions: Transitional-A Certification for Hiring Managers

Transitional-A: Basic Requirements and Processes

What is a Transitional-A (Trans-A) Certificate?

A Trans-A teaching certificate is awarded by the New York State Department of Education (NYSED) and permits the employment of an individual in a specific Career and Technical Education (CTE) title (e.g., in agricultural titles, health occupations, or a trade) who does not meet the requirements for an 'Initial Certificate,' but who possesses the requisite occupational experience.

How long can someone teach under the Trans-A Certification?

The Trans-A Certification is valid for three years.

What certification is needed to teach beyond three years?

Within the three years of teaching under their Trans-A certificate, candidates should complete the appropriate coursework required to apply for 'Initial Certification' which is valid for five years.

What are the education/work requirements to apply for a Transitional-A certificate?

A candidate must have a minimum of a High School diploma PLUS:

- **Option A:** A minimum of an Associate's degree and at least two (2) years of industry experience in a Trade subject area
- **Option B:** At least four (4) years industry experience in a Trade subject area

Additional information regarding Trans-A certification in specific subject areas can be found on the New York State Department of Education's [Search Certification Requirements](#) webpage (select "Career and Technical Teacher" for the Area of Interest).

What are the steps for a prospective CTE teacher to apply for a Transitional-A Certificate if Education/Work requirements are met?

1. The teacher candidate obtains an offer for a CTE teaching position from a school.
2. The school network's H.R. Director enters a recommendation on NYSED's [TEACH System](#).
3. The teacher candidate registers for and completes the required workshops¹ at a NYSED-approved provider:
 - a. [Child Abuse Identification](#)
 - b. [School Violence Intervention and Prevention](#)
 - c. [Dignity for all Students Act](#)
4. *For teacher candidates who apply under Trans-A - Option B:* The teacher candidate must register to take and pass the [Communication and Quantitative Skills Test \(CQST\)](#) prior to the start date of the position he/she has been nominated for.

¹ Many institutes of higher education – including some CUNY campuses – offer these workshops for prospective teachers – see <http://eservices.nysed.gov/teach/certhelp/CertRequirementHelp.do#cfocus> for additional information.

5. The teacher candidate completes coursework within three (3) years in order to apply for an 'Initial Certificate' for the next five years.² Candidates may apply coursework from previous programs if applicable (e.g., a candidate with an Associate's degree may apply prior coursework in English Composition to the English Language Arts/Communication Skills course requirement). The teacher candidate must have the following to apply:
 - o College coursework –
 - o English Language Arts or Communication Skills
 - o Human Development and Learning
 - o Curriculum, Instruction and Assessment
 - o Teaching Students with Disabilities
 - o Student Teaching – 40 days in the area of certification sought
 - o New York State Teacher Certification Exam (NYSTCE):
 - ❖ Effective May 1st, 2014 – NYSTCE: Educating All Students
6. The teacher candidate applies for Trans-A Certification by going to <http://nysed.gov> and following the website prompts to create a candidate account in the [TEACH System](#).
7. The teacher candidate submits supporting documentation to NYSED using the contact information provided in his/her TEACH account.

FAQS for Recruiting and Hiring CTE Teacher Candidates through the Transitional-A Pathway

I have a Trans-A CTE applicant that I would like to consider but the candidate has no prior teaching experience. Can they be exempt from responding to the essay questions in the New Teacher Finder (NTF) application?

It is important that all prospective teachers – regardless of certification pathway – are able to demonstrate their writing and communication skills as they will be modeling this with students and communicating with parents and their colleagues. That being said, some application questions may not feel appropriate for you to answer without having prior teaching experience. Below are the steps that a Trans-A CTE teacher candidate may follow in order for their NTF application to be screened and not automatically rejected:

1. Trans-A CTE applicants *with no prior teaching experience* should only respond to question #2 and write "CTE-Trans A: Essay not required" in the response boxes for questions #1 and #3.
2. Trans-A CTE applicants *with prior teaching experience* must respond to all essay questions in order for their application to be considered.

If you have any questions regarding the NTF application process, please contact hiringsupport@schools.nyc.gov.

I have CTE candidates with no prior teaching experience that applied and were rejected from being accepted into the New Teacher Finder because they did not complete all of the required essays. How can they be reconsidered?

If there are candidates you would like to reconsider for pre-screening, you should send their names and the email address they used to register to hiringsupport@schools.nyc.gov.

² NYC College of Technology in Brooklyn is the only New York City location that offers a comprehensive set of courses required for Trans-A certification. Please see the NYC College of Technology's [Career and Technical Teacher Education Program](#) page for additional details.

I have identified a CTE applicant with significant industry experience but no teaching experience. Do they start as the same salary as first year teachers?

All teachers' individual salaries are governed by the NYC Department of Education's collective bargaining agreement with the United Federation of Teachers. A teacher's salary is determined by his/her number of years of prior teaching or other relevant work experience (known as a salary "step") and the highest educational degree which he/she has attained (known as a salary "differential"). In some cases, individuals with relevant industry experience can receive a starting salary step that reflects up to seven (7) years of prior work experience. If you believe that your candidate has prior work experience that can be counted towards a salary step increase, you should discuss this with your human resources director to plan out next steps. More information on teacher salary steps and differentials are available [online](#). For individualized support, please contact your network's Human Resources Director.

I've been told that a Trans-A candidate I would like to hire will need to take courses at City Tech to obtain initial teacher certification. Whom can I contact at City Tech if I have questions regarding these courses?

Pedagogical core courses can be taken through the *New York City College of Technology's Career and Technology Teacher Education Department*. Please contact City Tech's [Department of Career and Technology Teacher Education](#) for specific questions on college coursework for Initial Certification in CTE Subject Areas.

I have another question about CTE Trans-A certification that isn't addressed here. Who can I reach out to for an answer?

If you have a question pertaining to CTE Trans-A certification that isn't covered on this fact sheet, please contact the Office of Teacher Recruitment and Quality at hiringsupport@schools.nyc.gov and put "CTE Certification: Transitional-A Question" in the subject line. Please include an explanation of your situation and a phone number and email address that we can contact you at.