

# Frequently-Asked Questions: Transitional-A Certification for CTE Teacher Candidates

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## ***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 could I teach under the Trans-A Certification?**

The Trans-A Certification is valid for three years.

### **What certification would I need 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 Trans-A Certificate?**

You 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 of 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 to apply for a Trans-A Certificate if I meet the education/work requirements?**

1. You must first obtain an offer for a CTE teaching position from a school.
2. Your school will enter a recommendation for you on NYSED's [TEACH System](#).
3. You must register for and complete the required workshops<sup>1</sup> 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:* You must also register to take and pass the [Communication and Quantitative Skills Test \(CQST\)](#) prior to the start date of the position you have been nominated for.

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<sup>1</sup> 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. You must complete coursework within three (3) years in order to apply for an 'Initial Certificate' for the next five years.<sup>2</sup> 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). You must have the following to apply:
  - College coursework –
    - English Language Arts or Communication Skills
    - Human Development and Learning
    - Curriculum, Instruction and Assessment
    - Teaching Students with Disabilities
  - Student Teaching – 40 days in the area of certification sought
  - New York State Teacher Certification Exam (NYSTCE):
    - ❖ Effective May 1<sup>st</sup>, 2014 – NYSTCE: Educating All Students
6. You will apply 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. You will submit supporting documentation to NYSED using the contact information provided in your TEACH account.

### ***FAQS for Obtaining CTE Teacher Certification through the Transitional-A Pathway***

#### **I am a Trans-A CTE applicant with no prior teaching experience. Do I still need to fill out 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 us via email at [TeachNYC@schools.nyc.gov](mailto:TeachNYC@schools.nyc.gov) or via phone at 718-935-4060.

#### **I am a Trans-A CTE applicant with no prior teaching experience, and I was recently rejected from being accepted into the New Teacher Finder because I did not complete all of the required essays. How can I be reconsidered?**

If you believe that your application has been rejected in error, please contact us via email at [TeachNYC@schools.nyc.gov](mailto:TeachNYC@schools.nyc.gov) or via phone at 718-935-4060.

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<sup>2</sup> 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 am a Trans-A CTE applicant with significant industry experience but no teaching experience. Do I start at 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 you have prior work experience that can be counted towards a salary step increase, you should discuss this with your principal or hiring manager so that you can discuss next steps. More information on teacher salary steps and differentials are available [online](#).

**I've been told that I will need to take courses at City Tech to obtain my 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 [TeachNYC@schools.nyc.gov](mailto:TeachNYC@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.