

Experience Requirements - Teaching Assistant Certificates

This page details acceptable and unacceptable experience for Teaching Assistant Certificates.

For the Level II and Pre-Professional Teaching Assistant Certificate:

- One year of full-time or the equivalent teaching assistant experience while holding a valid New York State Teaching Assistant Level I certificate.

For the Level III Teaching Assistant Certificate:

- One year of full-time or the equivalent teaching assistant experience while holding a valid New York State Teaching Assistant Level I certificate.

OR

- One year of full-time or the equivalent teaching experience while working under a valid New York State teaching certificate.

Acceptable experience for a Level II, Level III or Pre-professional Teaching Assistant Certificate includes:

- One year of full-time experience or the equivalent in a New York State public or private school as a teaching assistant while holding a valid New York State teaching assistant certificate.
- One year of full-time experience or the equivalent in a New York State public or private school as a teaching assistant while holding a valid New York State classroom teaching certificate.
- One year of full-time classroom teaching experience or the equivalent while holding a valid

Unacceptable experience for a Level II, Level III or Pre-professional Teaching Assistant Certificate includes:

- Experience as a teacher aide.
- Experience as a teacher assistant without a valid New York State teaching assistant certificate or New York State classroom teaching certificate.
- Experience as a teaching assistant outside New York State.

Disclaimer: This webpage intends to serve as a guide to assist in the certification process according to the Regulations of the New York State Commissioner of Education and is not intended to provide a final, definitive interpretation of those regulations, nor a final evaluation of credentials and experience in individual cases. As such, the Department reserves the right to review and revise this webpage without prior notice.

The University of the State of New York
THE STATE EDUCATION DEPARTMENT
 Office of Teaching Initiatives
 89 Washington Avenue
 Albany, New York 12234
www.highered.nysed.gov/tcert

Verification of Paid Experience for Teaching Assistant Level II or III Certificates

All paid experience for a Teaching Assistant certificate must be verified by the Public School Superintendent or Chief School Officer of the Non-Public school.

Instructions for Certificate Holder:

Please complete Section I and submit the form to your employer(s) for completion of Section II. A separate form must be completed by each employer.

Instructions for the Employer:

Please complete Section II and III. This form must be completed by the Superintendent of the school district or an authorized individual, verifying that the certificate holder completed paid Teaching Assistant experience. For New York City, the experience must be verified by the Teaching Assistant (paraprofessional) office.

The form must be submitted to the Office of Teaching Initiatives by the employer via email to: otiaadmin@nysed.gov; or by mail to the address listed above:

Section I:			
First Name:	Last Name:	Middle Initial:	
Date of Birth: ____/____/____	Last 4 Digits of the Social Security Number: _____		
Certificate title(s) you are requesting this form be completed for:			
Section II			
Commissioner's Regulations, 80-5.6 require one year of valid paid teaching assistant experience under a valid Teaching Assistant Level I certificate for the Level II certificate. Experience for the Level II or Level III certificate must be valid paid Teaching Assistant experience under the Level I certificate or satisfactory teaching experience under a classroom teaching certificate.			
Name of school or employer: _____			
Street Address:	City:	State:	Zip Code:
Employment 1			
Position: _____ <small>(Subject and grade level)</small>			
<input type="checkbox"/> Full time: from: ____/____/____ to ____/____/____ <small>(mm) (dd) (yyyy) (mm) (dd) (yyyy)</small>			
<input type="checkbox"/> Part time: full-time equivalent days: _____ from: ____/____/____ to ____/____/____ <small>(mm) (dd) (yyyy) (mm) (dd) (yyyy)</small>			
Employment 2			
Position: _____ <small>(Subject and grade level)</small>			
<input type="checkbox"/> Full time: from: ____/____/____ to ____/____/____ <small>(mm) (dd) (yyyy) (mm) (dd) (yyyy)</small>			

Part time: full-time equivalent days: _____ from: ____/____/____ to ____/____/____
(mm) (dd) (yyyy) (mm) (dd) (yyyy)

Employment 3

Position: _____
(Subject and grade level)

Full time: from: ____/____/____ to ____/____/____
(mm) (dd) (yyyy) (mm) (dd) (yyyy)

Part time: full-time equivalent days: _____ from: ____/____/____ to ____/____/____
(mm) (dd) (yyyy) (mm) (dd) (yyyy)

Section III

I verify that the individual listed above gained the paid experience listed above at the public/private school of which I am the superintendent; or, the approved non-public/independent school of which I am the chief school officer.

Name of school or employer: _____

Address of school or employer: _____

Print name of administrator: _____

Signature of administrator: _____ Date: _____

Administrative title: _____

Email: _____ Phone #: _____