

SUNY New Paltz, Adolescence Social Studies Advising Sheet
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TEACH ACCOUNT AND FINGERPRINTING

You must have fingerprints on your TEACH account and transcripts before you begin Fieldwork I.

Here are instructions for setting up a TEACH account and doing your fingerprinting:

https://docs.google.com/document/d/1eG0FwSrvNvKUR5cFngt_NCQoOxDhkhUjYORf1ywr1cY/edit

WORKSHOPS

You need to take these four workshops* and they need to be documented on your transcripts in order to graduate. Registration information and more is at:**

<https://www.newpaltz.edu/schoolofed/certification.html#Workshops>

1. Health & Safety Education Training: **EDI095**
2. Child Abuse Identification Workshop
3. SAVE/School Violence Prevention Workshop
3. Dignity for All Students Act (DASA) training

***FEE WAIVERS ARE AVAILABLE**

****OFF-CAMPUS WORKSHOPS MUST BE DOCUMENTED:** Send a copy of workshop certificate of completion to Records and Registration in Wooster Hall 115, or by faxing it to 845-257-3103 to the attention of Rita Cancelliere, or by emailing it to recreg@newpaltz.edu Please send the request from your newpaltz account, to assist in authenticating your identity.

CERTIFICATION EXAMINATIONS

Candidates for certification must achieve qualifying scores on the appropriate tests in the New York State Teacher Certification Examination (NYSTCE) program. Learn more general information about the [NYSTCE program](#) and the [testing requirements for each certificate](#). Before testing, check out their [test preparation guides](#) and [test frameworks](#) to know how to pace yourself.

Adolescent education candidates will need to take:

1. Educating All Students exam (EAS)
2. Content Specialty Test (CST—based on your subject: social studies).

Finding Fieldwork I & II Forms

Fieldwork: Before signing up for FW1 and FW2, you need to fill out an online form (instructions below) on my.newpaltz.edu to guide us in selecting your placement. FW1 should be taken with the same professor of your Curriculum class. FW2 will be taken with your Methods instructor.

Filling out the Fieldwork I Form: The Fieldwork I Form must be completed before you will be allowed to register for Curriculum & Assessment and Fieldwork 1.

- Log onto my.newpaltz.edu and click on the student services tab
- Click on School of Education
- Choose FWI Form (Secondary Education)
- Fill out the information on the form and click “submit”
- After you submit the form, you will be able to register yourself for Curriculum and Assessment and Fieldwork I (please register for the same section/instructor of both classes unless you have a time conflict)

If you do not have the link for the Fieldwork I Form or you have a time conflict, please email the department administrative assistant at, Meredith Vanetten, at secondaryed@newpaltz.edu.

Filling out the Fieldwork 2 Form: The Fieldwork 2 form must be completed online before you will be allowed to register for Methods and FW2. After you meet with your advisor to plan your schedule, the advisor will inform Prof Dull that you are cleared (that is, fulfilled requirements for moving ahead). You will be put on a list to be cleared to register. Please note, it may take a week or so to clear you, you will not be closed out of the course so don't panic.

- Log onto my.newpaltz.edu
- Click on School of Education
- Click on Fieldwork 2 Form (Secondary Education)
- Fill out the information on the form and click, “submit”
- Once you submit the form, you will automatically be given an override for both classes. You can then register for those classes during your time assignment.

Student Teaching: You need a grade of B or better in methods and a GPA of 3.0 in order to student teach. If you meet these standards, you will be cleared by Dr. Dull to register for student teaching, seminar, and FW3.

Problems with Registering: Problems with SED or SPE courses, contact Meredith Vanetten (secondaryed@newpaltz.edu); problems with HIS, EDS, or other courses, contact those departmental secretaries.

TEACHER CERTIFICATION TIMELINE

1. Create TEACH account and process your Fingerprints BEFORE fieldwork:
<http://www.newpaltz.edu/schoolofed/certification.html#Fingerprints>
2. Take the SAVE, Child Abuse ID, & DASA workshops before or during Fieldworks 1 & 2:
<http://www.newpaltz.edu/schoolofed/certification.html#Workshops>
3. Complete all four Education Safety Law seminars prior to Student Teaching:
<http://www.newpaltz.edu/schoolofed/certification.html#Workshops>
4. Complete your Degree Application and sign Teacher Certification Recommendation Authorization the semester before Student Teaching:
<http://www.newpaltz.edu/schoolofed/certification.html#Degree%20Applications>
5. Take your certification exams: <http://www.newpaltz.edu/schoolofed/certification.html#Testing>
*Recommended: take EAS and CST the semester before Student Teaching
6. Register for your NYSTCE exams: <http://www.nystce.nesinc.com/>
7. Review preparation materials for the exam:
https://www.nystce.nesinc.com/PageView.aspx?f=GEN_PreparationMaterials.html
8. Apply for your Teaching Certificate during Student Teaching
(Includes step-by-step Information Sheets and Program Codes!):
<https://www.newpaltz.edu/schoolofed/certification.html#Certificate%20Applications>
9. Graduate students: Complete culminating portfolio project, guidelines are here:
<https://hawksites.newpaltz.edu/dulli/advisement/>
10. Need a graduate degree? Check out this site: <https://www.newpaltz.edu/gradstudies/programs/>

It's your responsibility to complete the requirements for certification!

But help is available from our Certification Assistance Website:

www.newpaltz.edu/schoolofed/certification.html

And your Certification Advisor: Chris Whitaker at hitakec@newpaltz.edu