

# **TEACHER ASSISTANT CERTIFICATION PACKET**

Teacher Assistant Certification Requirements (**120 Days to be completed**):

1. You **MUST** take the **Skills Test for TA Certification – ATAS**
2. You **MUST** take and successfully complete **THREE (3)** workshop courses, those being:
  - **Child Abuse Course**
  - **School Violence Course**
  - **Dignity for All Students Act – DASA**
3. You **MUST** apply for a **Level I license** as a Teacher Assistant.
4. You **MUST** submit a copy of your **High School Diploma** to NYS ED.

**NEW YORK STATE EDUCATION DEPARTMENT  
OFFICE OF TEACHING INITIATIVES  
89 WASHINGTON AVENUE ROOM 5N  
ALBANY, NY 12234**

**\*Please Note:** If you have not been fingerprinted through NYS Ed., the fingerprint application process is done **ONLINE** @ [www.identogo.com](http://www.identogo.com) or call 877-472-6915. ORI number is "TEACH" and the service code is **14ZGR7**. **\*Cost for Fingerprint - \$102.00**

## **TEACHER ASSISTANT TEST INFORMATION**

New York State Teacher Certification Examinations are done **ONLINE ONLY** at a **TEST CENTER.**

**PEARSON PROFESSIONAL CENTER  
122 BUSINESS PARK DRIVE, SUITE 4  
UTICA, NY 13502  
315-266-0478**

**Registration and payment are done ONLINE at: [www.nystce.nesinc.com](http://www.nystce.nesinc.com)**

\*You **MUST** register to create an account with a username and password. Please be sure to write it down so you will not forget your login information.

- The Test you need to take is Assessment of Teaching Assistant Skills – ATAS.
- The cost of the test is \$54.00.

\*\*Attached you will find more information about the test and test site.

**Please print/sign your name and date below  
indicating that you have received this Teacher Assistant Certification Packet. Thank You.**

**Print** \_\_\_\_\_

**Date** \_\_\_\_\_

**Signature** \_\_\_\_\_

# Assessment of Teaching Assistant Skills (ATAS) (095)

<b>Format</b>	Computer-based test (CBT) 100 selected-response items
<b>Time</b>	3 hours and 15 minutes total appointment time 15 minutes for CBT tutorial and nondisclosure agreement 3 hours testing time
<b>Test Dates</b>	By appointment year-round, Monday through Saturday (excluding some holidays) <a href="#">Check appointment availability</a> .
<b>Test Sites</b>	Located in New York State and nationwide <a href="#">Find the nearest test center</a> .
<b>Passing Score</b>	220
<b>Reference Materials Provided for This Test</b>	None.
<b>Test Fee</b>	\$54 <a href="#">Review complete fee and payment policy information.</a>
<b>Score Reporting</b>	<a href="#">View score report dates.</a> You will receive preliminary test results at the conclusion of your test appointment. Preliminary test results received at the test center are not acceptable substitutes for a score report.
<b>Testing Policies</b>	When you register, you must agree to abide by all testing rules and policies. <a href="#">Read the rules and policies now.</a>
<b>Alternative Testing Arrangements</b>	<a href="#">Read about how to request alternative testing arrangements.</a>
<b>Prepare</b>	<a href="#">Review preparation materials for this test.</a>

Tests may include test questions that are being evaluated for future administrations and that do not affect a candidate's score.

[Register Now](#)

## **WORKSHOP COURSE INFORMATION**

**The Child Abuse and School Violence workshops are available at:**

### **MOHAWK VALLEY COMMUNITY COLLEGE**

1101 Sherman Drive, Utica, NY 13501  
Human Services – 792-5300

**Child Abuse Course - \$35.00**

**School Violence - \$25.00**

### **ONEIDA-HERKIMER-MADISON BOCES – OHM BOCES**

4747 Middle Settlement Road, New Hartford, NY 13413  
Continuing Education – 793-8696 or 793-8563

Call to register and request time and dates.

**Child Abuse Course - \$50.00**

### **\*\*ONLINE CHILD ABUSE AND SCHOOL VIOLENCE WORKSHOPS INFORMATION:**

**CHILD ABUSE – [www.childabuseworkshop.com](http://www.childabuseworkshop.com) COST ONLINE - \$39.95**

**SCHOOL VIOLENCE – [www.violenceworkshop.com](http://www.violenceworkshop.com) COST ONLINE - \$50.00**

**OR**

[www.workshopexpress.com](http://www.workshopexpress.com)

### **DIGNITY FOR ALL STUDENTS ACT (DASA)**

**\*\*ONLY AVAILABLE AT OHM BOCES – ONCE A MONTH\*\***

### **ONEIDA-HERKIMER-MADISON BOCES – OHM BOCES**

4747 Middle Settlement Road, New Hartford, NY 13413

**6 hr. workshop - \$100.00**

**OR**

**MOHAWK VALLEY COMMUNITY COLLEGE: 6 hr. workshop - \$75.00**

You **MUST** register online at the OHM BOCES website:

[www.oneida-boces.org](http://www.oneida-boces.org)

**\*\*On the homepage to your left is a link for **DASA Certification**, click the link and it will bring you to a page with instructions and a calendar link for **TEST DATES**.**

## NYS DIGNITY FOR ALL STUDENTS ACT (DASA) COURSE

This six-hour course DASA Certification Class is delivered by the OHM BOCES Safety Office staff and legal professionals who are approved by the New York State Education Department to provide this training. The training meets the certification requirements for school professionals seeking licensure, certification, or recertification. Participants will learn the history that prompted the DASA legislation: the basic tenants of the DASA; policies related to DASA including the code of conduct; required staff training and student instruction; and the reporting and response process. The DASA class also reviews risk and protective factors, profiles those who bully, sensitivity to targeted groups, the role of progressive discipline, and the creation of culture and climate reform.

The COVID-19 shutdown has impacted many aspects of our lives, especially the ability to work in schools and gather as a group. As a result, the OHM BOCES Safety Office reconfigured the three-hour in-person DASA Certification Class with an online option. The class will be in two parts, each lasting three hours, totaling six hours for parts 1 and 2.

*Please be advised that the OHM BOCES Safety Office is open Monday-Friday from 8:00 a.m.-3:00 p.m. Any registrations received outside of normal business hours will be processed the following business day.*

## CLASS REGISTRATION

**\*Registration fees for the DASA Certification Class are non-refundable.\***

Directions for registering and payment are as follows:

### Step 1 – Payment

The cost for this 6-hour course is \$100 per participant.

Payable by:

- Paypal

**Buy Now**



- Or mailing payment to:

Pam Dylis  
Dignity Act Certification Course  
OHM BOCES Safety Office  
P.O. Box • 70 4747 Middle Settlement Road  
New Hartford, NY 13413-0070

**Please make checks payable to Oneida-Herkimer-Madison BOCES and write "Dignity Act Certification Course" in the memo section.**

## Step 2 – Registration

Please [CLICK HERE](#) to fill out the registration form. All information that you provide needs to be identical to your TEACH account.

## Step 3 – Course Access

When your registration is processed you will be sent an email that will contain a URL and password that will allow you access to the course.

*\*Please allow time for processing the registration materials as the OHM BOCES Safety Office is working remotely. We are working to coordinate the registration and certification process as best we can. However, as this is a new endeavor, we have been working behind the scenes to ensure that all registrants will be provided the opportunity to finish the class online.*

## NOTE FOR OHM BOCES EMPLOYEES

Employees of the OHM BOCES need to register with the Safety Office directly. If you are interested in this course, please contact the Safety Office by emailing [DASA@oneida-boces.org](mailto:DASA@oneida-boces.org). In order to process your registration, please include in your email:

- Name
- Address
- Email
- Department
- Supervisor's Name

Once approved, the registration process will continue. You will be sent a URL and password via email to take the online portion of the course. Upon successful registration, you will be able to access the course. For information regarding the registration process and any questions, please email [DASA@oneida-boces.org](mailto:DASA@oneida-boces.org).

Please contact the Safety Office by phone at 315.793.8693 or email [DASA@oneida-boces.org](mailto:DASA@oneida-boces.org) if you have any questions.

Thank you and be safe!

# **TEACHER ASSISTANT LEVEL I CERTIFICATION**

**\*\*YOU MUST APPLY FOR YOUR LEVEL I CERTIFICATION ON TEACH.**

**Level I Certification Fee - \$35.00**

TEACH ONLINE SERVICES: [www.highered.nysed.gov/tcert](http://www.highered.nysed.gov/tcert)

## **TEACH System**

What is the TEACH system? Go to [List of TEACH Services](#)

**STEP 1: [Self-Register](#)** create a Login Account.

You must create a login account to access TEACH System. Follow the steps to complete the registration process.

[Having trouble logging into the TEACH System?](#)

**STEP 2: [LOGIN to TEACH](#)** to access your information and TEACH System.

[Forgot your TEACH username or password?](#)

\*Once you are registered, you can logout and back in with your account information and apply for your **LEVEL I Certification**.

**\*\*FOR FURTHER CERTIFICATION INFORMATION PLEASE CONTACT:**

**KAREN PLADO**

REGIONAL CERTIFICATION OFFICER at ONEIDA-HERKIMER-MADISON BOCES

**4747 MIDDLE SETTLEMENT ROAD**

**NEW HARTFORD, NY 13413**

**PHONE: (315) 793-8562**

**FAX: (315) 223-4704**

**E-MAIL: [kplado@oneida-boces.org](mailto:kplado@oneida-boces.org)**

TEACH ONLINE SERVICES

[www.highered.nysed.gov/tcert](http://www.highered.nysed.gov/tcert)

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**89 WASHINGTON AVENUE ROOM 5N**

**ALBANY, NY 12234**

**(518) 474-3901**

# **TEACHER ASSISTANT CERTIFICATES**

## **Requirement for a Level I – valid for three (3) years**

Below is a list of the requirements that you need to satisfy in order to obtain the Teaching Assistant – **Level 1** certificate and a description of each requirement.

- Fingerprint Clearance
- Submit a copy of High School Diploma to NYS Ed
- New York State Teacher Certification Exam - **ATAS**
- Workshop - **Child Abuse Identification**
- Workshop - **School Violence Intervention and Prevention**
- Workshop - Training in Harassment, Bullying, Cyberbullying, and Discrimination in Schools: Prevention and Intervention (**DASA Training**) (**Required as of December 31, 2013**)

## **Requirements for a Level I Renewal – One time ONLY**

If you were unable to complete the required one year of experience under your Level I Teaching Assistant certification or meet the semester hour requirement for the Level II, you may be eligible for the Level I renewal.

**In addition to the requirements for the Level I, you must have employment as a teaching assistant. The district/employer will submit a superintendent statement in TEACH upon notification.**

## **Requirements for a Level II – valid for two (2) years**

In addition to the requirements for the Level I, you must have:

- College coursework - **9 semester hours**
- Experience as a NYS Licensed Teaching Assistant - 1 Year

## **Requirements for a Level III – valid continuously**

In addition to the requirements for the Level I, you must have:

- College coursework - **18 semester hours**
- Experience as a NYS Licensed Teaching Assistant - 1 Year
- Citizenship Status - INS Permanent Residence or U.S. Citizenship

**\*\* Must complete **Verification of Paid Experience** form for **Level II or Level III** and submit to Human Resources to complete remaining sections and submit to **NYS Ed.** \*\***