

## Procedure to become a Teaching Assistant

The following is a suggested order of how to become a certified Teaching Assistant. The requirements can be done in any order but they must all be done to receive a Teaching Assistant Certificate.

1. Register for the Assessment of Teaching Assistant Skills (ATAS), formerly called the New York State Assessment of Teaching Assistant Skills (NYSATAS). The test is usually held every other month; closest site is SUNY Brockport.
  - Website: <http://www.nystce.nesinc.com> ( Cost: \$79.00)
2. Get fingerprinted. Fingerprinting is done through MorphoTrust. MorphoTrust has two locations in the Rochester area to have this completed (West Main Street and Monroe Avenue). To schedule an appointment and pay the \$99.00 fee you must visit [www.identogo.com](http://www.identogo.com) and click New York State on the map or call (877) 472-6915.
3. Complete the Child Abuse, Violence Prevention and DASA workshops. A copy of the certificate provided upon completion of the course must be sent to NYSED.
  - a) The **Child Abuse Workshop** can be taken at any of the following locations/websites:
    - Genesee Valley Educational Partnership <http://www.nysmandatedreporter.org/> (Free)
    - National Center for Missing and Exploited Children – (585) 242-0900 (\$35.00)
    - Monroe 2-Orleans BOCES – (585) 349-9100 (\$35.00)
    - New York State Nurses Association – <http://www.elearnonline.net> (\$20.00)
    - Wild Iris Medical Education - <http://www.wildirismedicaleducation.com> (\$30.00)
    - Genius of NY – <http://www.childabuseworkshop.com> (\$39.95)
    - Workshops Express – <http://www.WorkshopsExpress.com> (\$39.95)
  - b) The **Training in School Violence Prevention and Intervention (SAVE) Workshop** can be taken at the following location/website:
    - Genesee Valley BOCES - <https://apps.gstbooces.org/training/save/> (\$25.00)  
(certificate will be mailed to you)
    - Genius of NY – <http://www.violenceworkshop.com> (\$50.00)
    - Workshops Express – <http://www.WorkshopsExpress.com> (\$44.95)
  - c) The **Dignity for All Students Act (DASA) Workshop** can be taken at the following location/website:
    - Genesee Community College: <http://www.genesee.edu/>
    - Genesee Valley Educational Partnership: <http://www.nysmandatedreporter.org>
    - Monroe Community College – <http://www.monroecc.edu>
4. Complete the Teaching Assistant Application for Level One Teaching Assistant Certification. This can be done by going to the TEACH online section of the New York State Education
  - Website: <http://www.highered.nysed.gov/tcert/teach/> Cost: \$35.00

5. Send proof of high school graduation (diploma, transcripts) and any college transcripts to NYSED.
6. **Mail everything in one package to:**  
Office of Teaching Initiatives  
New York State Education Department  
89 Washington Ave, 5N EB Albany, New York 12234

*It is recommended that you make copies of all of your paperwork for your own files and when sending by U.S. Postal Service, we recommend using certified mail (with return receipt), which provides you with a record that the paperwork was received.*

**\*\*The above process will complete requirements for Level One Teaching Assistant Certificate.\*\***

**The Level I Certificate is valid for three years.**

**Remember it is your responsibility to send all forms etc. to the State and keep your certification up to date.**

---

**In order to meet the requirements for subsequent Certificates (Level 2 or Level 3) you will need the following:**

Requirements for attaining **Level Two Teaching Assistant certification:**

1. One (1) year of experience as a certified Level One Teaching Assistant.
2. Nine (9) college credits that can go towards the requirements for an associate or baccalaureate degree. (If you have the required 18 or more college credits, you may apply for the Level Three Certificate at this point.)
3. Complete a Teaching Assistant Application for a Level Two Teaching Assistant, by going to the TEACH online section of the New York State Education website:  
<http://www.highered.nysed.gov/tcert/teach/> Cost: \$35.00

**The Level Two Certificate is valid for 3 years and may not be renewed.**

Requirements for attaining **Level Three Teaching Assistant certification**

1. A valid Level One or Level Two Teaching Assistant Certificate.
2. Nine (9) additional college credits for a total of 18 or more.
3. Complete Teaching Assistant Application for a Level Three Teaching Assistant, by going to the TEACH online section of the New York State Education website:  
<http://www.highered.nysed.gov/tcert/teach/> Cost: \$35.00

**To keep the Level Three Teaching Assistant Certification valid you must have 100 hours of professional development every 5 years.** The district provides this in the form of staff development days and it is recorded on “My Learning Plan” in the Teacher Center. Please keep records on the professional development you take.