



Division of Student and Campus Life
SUNY Geneseo • Blake A 104 • Geneseo, NY 14454
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Student Teacher Fact Sheet: 2012-2013 Edition

The staff of the Office of Career Development has a genuine interest in helping you make a smooth transition from campus to career. When you're off campus student teaching for an entire semester, it's sometimes difficult to tend to college and personal business, so this handout is designed to clarify some of the issues that have been of interest to student teachers in the past.

The Following Are Required for New York State Initial Certification:

New York State Teacher Certification Examinations (NYSTCE)

Candidates seeking **Initial** certification must successfully pass the LAST (Liberal Arts and Sciences Test), the ATS-W (Assessment of Teaching Skills-Written, *elementary* or *secondary* version) and a CST (Content Specialty Test) in your certification area. A separate handout with additional information about testing is available from the Office of Career Development. New testing requirements go into effect May 1, 2014 and affect the Class of 2014 and beyond.

The Geneseo campus is typically a site for all 6 NYSTCE test dates (September, November, February, April, June and July) and advance registration is required. You now also have the option of completing all but your CST through Computer Based Testing (CBT) in locations throughout New York State and beyond. Additional information and on-line registration is available at www.nystce.nesinc.com.

**Other states may have different testing requirements. For example, certain parts of the PRAXIS series are required in some states. If you're thinking of relocating out-of-state, you should contact state Department of Education offices well in advance of beginning your job search to identify certification regulations and application procedures.

Applying for New York State Teacher Certification

The College recommends that you apply for your Teacher Certification no later than the middle of the semester you expect to graduate (i.e., the term you complete all requirements, including student teaching). The Certification Application is on the TEACH system within the NYSED website. **Please first read our instructions**, found under "Advisement" at <http://dean.geneseo.edu> (left-hand menu). If, prior to graduation, you require a letter stating you are working toward certification, please contact the Graduation Records Office in Erwin 102G by calling (585) 245-5543. In order to receive this letter, you must have applied to graduate and have submitted your verification of your online Certification Application, with processing fee, to the Office of the Registrar, Erwin 102.

Fingerprinting

Education Law 305, the Schools Against Violence in Education (SAVE), requires that applicants for teaching and administrative certification and prospective employees of covered schools (school districts, charter schools, BOCES) undergo a fingerprint-supported criminal history background check. Fingerprint cards can be obtained from the School of Education, South Hall 218, and should be available at any local school district, charter school, BOCES, and other institutions of higher education with teacher preparation programs. Additional information on the fingerprinting process can be found at <http://www.highered.nysed.gov/tcert/ospra/home.html>.

For additional and important information about Initial and Professional Certifications, go to <http://www.highered.nysed.gov/tcert/>.

Other Typical Student Teacher Issues:

Placement File Services

When seeking a teaching job, you will almost always be required to provide letters of recommendation to prospective employers. School administrators particularly favor letters from cooperating teachers and supervising faculty. The Office of Career Development is pleased to announce a new partnership with Interfolio, a premier provider of web-based credential processing services. Interfolio will replace Geneseo's in-house credentials service as of July 1, 2012. All existing files belonging to current students and May 2012 graduates will be forwarded to Interfolio by the Office of Career Development on July 1. Alumni (other than May 2012 grads) who would like to establish a credentials account with Interfolio may do so for \$19/year at <http://www.interfolio.com>.

Enhancing Your Candidacy: Mini-Conference for Future Educators

This mini-conference is designed for Education students and alumni preparing to conduct a job search and begin careers in the field of Education. Three panel presentations will run simultaneously, with each being presented twice so you have the opportunity to attend two of the three sessions. The presentations, featuring key school personnel, will focus on issues that teaching candidates are currently facing in this tough job market. This event is scheduled for Friday, December 7 from 4:00-6:00 p.m. at Nazareth College Arts Center. Registration will be available in the fall and is required at <http://rochestertrd.org>.

Teacher Recruitment Day (TRD)

Each spring a recruitment fair is held for prospective teachers from eleven Rochester area colleges, including Geneseo. School districts from New York and many other states interview students in a daylong event held in Rochester. The 2013 event will be held on Wednesday, April 17. At the 2012 TRD program, 35 school districts participated. Information concerning TRD, including pre-registration materials will be available online in mid to late January at <http://rochestertrd.org>.

Graduate Record Examinations (GRE's)

Some graduate schools require the GRE General Test as one criterion for admission. The GRE General Test is offered as a computer-based test (CBT) year-round at numerous sites across the country including two in the Rochester area. **Geneseo is not a test center for the GRE General Test.** Registration information is available at www.ets.org/gre.

Getting Help

Individual appointments with Career Development professional staff can be made in person in Blake A 104, by calling (585) 245-5721 or online at <http://careers.geneseo.edu>. Hours are Monday-Friday, from 8:00 a.m. to 5:00 p.m. Our office staff is happy to accommodate your student teaching schedule by offering late afternoon or evening appointments on request. Please call to make arrangements well in advance if you desire an after hours appointment.

Advisement on general job search strategies, such as cover letter and resume writing or interviewing techniques, is available on an individualized basis. In addition, an Excel spreadsheet of districts in western and central New York is available at <http://careers.geneseo.edu> by clicking on Career Guides, Publications and Forms then looking under Education. An alphabetical directory of every school district in New York state is available at <http://www.nysed.gov/admin/admindex.html>. For out of state positions, please see our Job Search Strategies for Educators handout available on-line or in person. For access to teaching vacancies received by the office, visit <http://careers.geneseo.edu> and click on KnightJobs. You will need to know your Geneseo ("G" number) ID to access the site. Advisement on graduate school search strategies, including application questions and personal statement review is also available.

Important: We advise you to address the issue of job seeking and graduate school planning well in advance of your graduation. Avoid leaving these important matters to your last semester!