

## Suggested Procedure to become a Teaching Assistant

The following is just a suggested order of how to become a certified Teaching Assistant. The requirements can be done in any order but they all need to 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 New Paltz College.  
Cost: \$35.00

Web Site: <http://www.nysatas.nesinc.com/>

2. Get fingerprinted, can be done at the local police department, download form from web site (OSPRA 101) fill out sections 1, 2, and 5 and send to the state. For more information on the fingerprinting process you go to the NYS Department of Education Web Site.  
Cost: \$99.00

Web Site: <http://www.highered.nysed.gov/tcert/ospa/fpprocess.htm>

3. Register for the Child Abuse and Violence Prevention workshops.

Web Sites: <http://www.violenceworkshop.com/> Cost: \$50.00  
<http://www.childabuseworkshop.com/> Cost: \$39.95

Register for both workshops and the cost is \$74.95

4. Fill out a Teaching Assistant Application for a Level One Teaching Assistant. This can be done by going to the Teach Online section of the NYS Education web site. The site will give instruction on how to send your information and money.

Web Site: <http://www.highered.nysed.gov/tcert/teach/>  
Cost: \$35.00

Please make copies of all of your paperwork for your own files. In addition, when you send anything by use return receipt (they have to sign for the mail).

The state will send you a form if you are missing any items that are required to obtain your certificate. The process can take a long time even months after you have sent your paperwork to the state.

The above process will get you a Level One Teaching Assistant Certificate. The Certificate is valid for three years (as of April 4, 2006) and can be renewed once to meet the experience requirement.

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

**You need to continue with your certification until you receive your Level Three Teaching Certificate.**

The requirements to apply for a Level Two Teaching Assistant Certificate:

1. Have one year of experience as a certified Level One Teaching Assistant.
2. Have 9 college credits (as of April 4, 2006) that can go towards the requirements for an associates 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. Fill out a Teaching Assistant Application for a Level Two Teaching Assistant. This can be done by going to the Teach Online section of the NYS Education web site. The site will give instruction on how to send your information and money.

Web Site: <http://www.highered.nysed.gov/tcert/teach/>  
Cost: \$35.00

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

The last step of Teaching Assistant Certifications is to apply for the Level Three Teaching Certificate.

The requirements to apply for a Level Three Teaching Assistant Certificate:

1. Have a valid Level One or Two Teaching Assistant Certificate.
2. Have 9 more college credits for a total of 18 or more.
3. Fill out a Teaching Assistant Application for a Level Three Teaching Assistant. This can be done by going to the Teach Online section of the NYS Education web site. The site will give instruction on how to send your information and money.

Web Site: <http://www.highered.nysed.gov/tcert/teach/>  
Cost: \$35.00

To keep the Level Three Teaching Assistant Certification valid you must have 75 hours of professional development every 5 years. The district provides this in the form of staff development days, faculty meeting etc, it is the districts responsibility to sent this information to the state. Please keep your own records on the professional development you take.

Newburgh Teaching Assistants