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| **SEDseal** | **THE STATE EDUCATION DEPARTMENT** / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234 |

**Application for the Registration of**

**Undergraduate and Graduate Programs[[1]](#footnote-1)**

**Leading to an Initial**

**Classroom Teaching Certificate, Extension or Annotation**

This application is for New York degree-granting institutions seeking to register a new undergraduate or graduate program leading to an **initial classroom teaching certificate, extension or annotation.** Programs approved to award a master’s degree would lead to initial and professional certification. If the proposal is for a program at the graduate level for a certification area that is new to the institution an [External Review](http://www.highered.nysed.gov/ocue/aipr/register-te.html) of the program will be required.

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| MC900411244[1] | This application should NOT be used for the following types of program proposals:* Programs Leading to Educational Leadership Certification;
* Programs Leading to Pupil Personnel Services Certification
* Revisions to Existing Registered Programs; or
* Programs Preparing Licensed [Professionals](http://www.op.nysed.gov/).

The application materials for those types of proposals can be found at: <http://www.highered.nysed.gov/ocue/aipr/register.html> |

**Completing and Submitting Your Application**

The Office is committed to a review of proposals within 30 working days of receipt. If a proposal is incomplete, or issues are raised, the contact person identified in the proposal will be informed of the specific questions. Once contacted, institutions have 30 working days to provide a comprehensive electronic response to the questions and resubmit the proposal. If the proposal is not resubmitted within 30 working days or if identified items are not adequately addressed in the resubmission, the proposal will be withdrawn from further consideration.

Detailed information about completing this application can be found within the **Guidance Document for Teacher, Educational Leader, and Pupil Personnel Services Programs**: [Word](http://www.highered.nysed.gov/ocue/aipr/ocue-educator-guidance-Dec-2013.docx) (200KB) [PDF](http://www.highered.nysed.gov/ocue/aipr/documents/ocue-educator-guidance-Dec-2013.pdf) (865 KB)

**Directions for submission of proposal:**

1.Create a ***single*** PDF document that includes the following completed forms:

* CEO (or Designee) Signature Approval Form
* This Application
* Master Plan Amendment Supplement and Abstract (if applicable)
* External Review of Certain Degree Programs and Response (if applicable)
* Application to Add the Distance Education Format to a New or Registered Programs (if applicable)

2. Create a separate PDF document for any required syllabi or CVs.

3. Attach the PDF documents to an e-mail.

4. Send e-mail to **OCUEedapps@mail.nysed.gov**

When submitting to the mailbox, include the following elements in the subject line of the e-mail:

Institution Name, Degree Award, and Program Title.

**E.g., Subject: AAA College, New Program, Master of Arts in Teaching, Adolescent Education**

**Program registration** is based on standards in the [Regulations](http://www.highered.nysed.gov/ocue/lrp/rules.htm) of the Commissioner of Education. Section [52.1](http://www.highered.nysed.gov/ocue/title_8_chapter_ii_regulations_o.htm#§%2052.1%20Registration%20of%20postsecondary%20curricula.) defines the curricula that must be registered. The Department registers individual curricula rather than the institution as a whole, but the registration process addresses major institutional elements. It is the chief means by which the Regents support the quality of college and university programs. Please enter the requested information about the proposed program.

**Task 1. Institution and Program Information**

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| **Institution Information** |
| **Institution Name:** Institution Code (6 digits):***The name and code of the institution should reflect the information found on the*** [***Inventory of Registered Programs***](http://www.nysed.gov/heds/IRPSL1.html) |            |
| Institution Address: |       |
| City: |       |
| State/Country:  |       |
| Zip: |       |
| [Regents Regions](http://www.highered.nysed.gov/ocue/aipr/guidance/gpr7.html)*:* |       |
| Specify campus(s) of the institution where program is offered, if other than the main campus: ***The name and code of the location(s) should reflect the information found on the*** [***Inventory of Registered Programs***](http://www.nysed.gov/heds/IRPSL1.html) |       |
| Specify any other additional campus(s) where the program is offered besides the ones selected above: |       |
| If any courses will be offered off campus, indicate the location and number of courses and credits: |       |
| If the program will be registered jointly with another institution, please provide the partner institution's name:  |       |

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| **Program Information for New Programs** |
| **Program Title:** |       |
| [**Degree Award**](http://www.highered.nysed.gov/ocue/lrp/chapter_i_of_title_8_of_the_offi.htm#Section3.50.RegisteredDegrees)**:** |       |
| [**HEGIS code**](http://www.highered.nysed.gov/ocue/aipr/guidance/gpr19.html)**:** |       |
| **Number of Credits\*:**  |        |
| **For Certificate and Advanced Certificate Programs** | List all associated registered degree programs to which credits will apply. | ***Reminder***: All courses in certificate and advanced certificate programs must be applicable to one or more registered degree programs at corresponding locations. |
| Include Program Code and Program Title: |

**If program is part of a dual degree program, provide the following information:**

|  |  |
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| **Program Title:** |       |
| [**Degree Award**](http://www.highered.nysed.gov/ocue/lrp/chapter_i_of_title_8_of_the_offi.htm)**:**  |       |
| [**HEGIS code:**](http://www.highered.nysed.gov/ocue/aipr/guidance/gpr19.html) |       |

If the partner institution is non-degree-granting, see [CEO Memo 94-04](http://www.highered.nysed.gov/ocue/lrp/ceomemorandum.htm)

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| **Section III.   Contact Information**  |       |
| **Name of contact person**  |       |
| **Title of contact person:**  |       |
| **Telephone**  |  |
| **Fax:**  |       |
| **Email:**  |       |

\*The CEO/Chancellor/Provost should inform this department in writing when there is a change in the designated person.

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| **Task 2. Program Information and Sample Program Schedule**Please enter the requested information about the proposed program. |
| **1. Program Format and Mode** |
| Check only those that apply. Please note: Formats indicate the entire program can be completed in that format, i.e. “evening” indicates the entire program can be completed in the evening. See <http://www.nysed.gov/college-university-evaluation/format-definitions> for more information.**a)** **Format**: [ ] Day [ ] Evening [ ] Weekend [ ] Evening/Weekend [ ] Not Full-Time**b)** **Mode**: [ ] Standard [ ] Independent Study [ ] External [ ]  Accelerated [ ]  Distance Education(for the Distance Education format submit a [distance education application](http://www.highered.nysed.gov/ocue/ded/reviseddepplication.doc) with this proposal)**c) Other**: [ ] Bilingual [ ] Language Other Than English [ ] Upper Division Program |
| **2. Program Description and Purpose** |
| 1. Provide a brief description of the program as it will appear in the institution’s catalog. Include the philosophy, purpose, and specific career objectives of the program.

*Answer*:       |
| 1. Identify each initial or initial/professional certificate title for which the institution would like the authority to recommend as a result of registration of this proposed program. Be specific and identify each certificate title by name, i.e. Biology 7-12 initial/professional; Earth Science 7-12 initial/professional; 5-6 Extension initial/professional.

*Answer*:       |
| 1. What is the documented need for this program?

*Answer*:       |
| 1. Provide evidence of formal relationships that the program and its faculty have with partnering schools that illustrate how the institution and partnering schools have collaborated for the purpose of improving the preparation of teachers and or educational leaders including the field, student teaching and educational leadership internship experiences. For the proposed program, provide prospective plans for how the faculty intend to collaborate with partnering schools and how the partnering schools could benefit from this relationship.

*Answer*:      Submit examples of existing agreements and plan for collaboration for the proposed program as an addendum to the application.  |
| 1. What are the anticipated Year 1 *through* Year 5 enrollments?

*Answer*:       |
| **3. Sample Program Schedule** |
| 1. Complete the (for undergraduate programs) or the (for graduate programs).
 |
| 1. If the program will be offered through a nontraditional schedule, provide an explanation of the schedule, including its impact on financial aid eligibility.

*Answer*:       |
| 1. **Only for master’s degree programs**, as required under §52.2(c)(8), research or a comparable occupational or professional experience shall be a component of each master’s degree program. This normally includes at least one of the following: passing a comprehensive test, writing a thesis based on independent research or completing an appropriate special project. Identify how this requirement is met, including course number if applicable.

*Answer*:       |

**Undergraduate Program Schedule Table**

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| * Indicate **academic calendar** type: [ ]  Semester  [ ]  Quarter [ ]  Trimester [ ]  Other (describe):
 |
| * Label each term in sequence, consistent with the institution’s academic calendar, e.g., Fall 1, Spring 1, Fall 2.
* Use the table to show **how a typical student may progress through the program**; copy/expand the table as needed.
 |
| **Term:** | Credits per classification |  | **Term:** | Credits per classification |
| **Course Number & Title** | Cr | LAS | Maj | New | Prerequisite(s) | **Course Number & Title** | Cr | LAS | Maj | New | Prerequisite(s) |
|       |    |    |    | [ ]  |       |       |    |    |    | [ ]  |       |
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| Term credit total:  |     |     |     |  | Term credit total:  |     |     |     |  |
| **Term:** | Credits per classification | **Term:** | Credits per classification |
| **Course Number & Title** | Cr | LAS | Maj | New | Prerequisite(s) | **Course Number & Title** | Cr | LAS | Maj | New | Prerequisite(s) |
|       |    |    |    | [ ]  |       |       |    |    |    | [ ]  |       |
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| Term credit total:  |     |     |     |  | Term credit total:  |     |     |     |  |
| **Term:** | Credits per classification | **Term:** | Credits per classification |
| **Course Number & Title** | Cr | LAS | Maj | New | Prerequisite(s) | **Course Number & Title** | Cr | LAS | Maj | New | Prerequisite(s) |
|       |    |    |    | [ ]  |       |       |    |    |    | [ ]  |       |
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| Term credit total:  |     |     |     |  | Term credit total:  |     |     |     |  |
| **Term:** | Credits per classification | **Term:** | Credits per classification |
| **Course Number & Title** | Cr | LAS | Maj | New | Prerequisite(s) | **Course Number & Title** | Cr | LAS | Maj | New | Prerequisite(s) |
|       |    |    |    | [ ]  |       |       |    |    |    | [ ]  |       |
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| Term credit total:  |     |     |     |  | Term credit total:  |     |     |     |  |
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| **Program Totals:** | **Credits:** | **Liberal Arts & Sciences:**  | **Major:**  |  **Elective & Other:** |
| **Cr**: credits **LAS**: [Liberal Arts and Sciences](http://www.highered.nysed.gov/ocue/aipr/guidance/gpr11.html) **Maj**: major requirement **New**: new course **Prerequisite(s)**: list prerequisite(s) for the noted courses |

**Graduate Program Schedule Table**

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| * Indicate **academic calendar** type: [ ]  Semester [ ]  Quarter [ ]  Trimester [ ]  Other (describe):
 |
| * Label each term in sequence, consistent with the institution’s academic calendar, e.g., Fall 1, Spring 1, Fall 2.
* Use the table to show **how a typical student may progress through the program**; copy/expand the table as needed.
 |
| **Term:** |  | **Term:** |
| **Course Number & Title** | Credits | New | Prerequisite(s) |  | **Course Number & Title** | Credits | New | Prerequisite(s) |
|       |    | [ ]  |       |  |       |    | [ ]  |       |
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| Term credit total: |     |  |  | Term credit total: |     |  |
| **Term:** |  | **Term:** |
| **Course Number & Title** | Credits | New | Prerequisite(s) |  | **Course Number & Title** | Credits | New | Prerequisite(s) |
|       |    | [ ]  |       |  |       |    | [ ]  |       |
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| Term credit total: |     |  |  | Term credit total: |     |  |
| **Term:** |  | **Term:** |
| **Course Number & Title** | Credits | New | Prerequisite(s) |  | **Course Number & Title** | Credits | New | Prerequisite(s) |
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| Term credit total: |     |  |  | Term credit total: |     |  |
| **Term:** |  | **Term:** |
| **Course Number & Title** | Credits | New | Prerequisite(s) |  | **Course Number & Title** | Credits | New | Prerequisite(s) |
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| Term credit total: |     |  |  | Term credit total: |     |  |
| **Program Totals:** | **Credits:** |  |
| **New**: indicate if new course **Prerequisite(s)**: list prerequisite(s) for the noted courses |

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| **Task 3. Faculty** |
| Complete the faculty tables that describe Full-Time Faculty Table, Part-Time Faculty Table, and/or Faculty to be Hired Table, as applicable. If the proposed programs are to be offered at multiple campuses, please submit the faculty tables for each campus. Please see the **Guidance Document** regarding faculty qualifications : [Word](http://www.highered.nysed.gov/ocue/aipr/ocue-educator-guidance-Dec-2013.docx) (200KB) [PDF](http://www.highered.nysed.gov/ocue/aipr/documents/ocue-educator-guidance-Dec-2013.pdf) (865 KB) |
| 1. Submit individual faculty curricula vitae for each instructor in the proposed program as an addendum to this application.
 |
| 1. What is the institution’s definition of “full-time” faculty?

*Answer*:       |

**Full-Time Faculty Table**

**Note:** Faculty teaching at the graduate level must have an earned doctorate/terminal degree or demonstrate special competence in the field.

| **Faculty Member Name and Title** (include and identify **Program Director**) | **List All Earned Degrees & Disciplines** (include College/University). **Disciplines must be identified.** | **Additional Qualifications:** list related certifications/ licenses; professional experience; scholarly contributions, etc. | **Program Courses (Course Number and Title) Must be Listed**  | **Percent Time to Program** |
| --- | --- | --- | --- | --- |
| *Example:* *Jonathan Smith, Assistant Professor* *Program Director* | *Example:* *Ph.D. in Curriculum and Instruction, Syracuse University* *M.A. in Special Education, College of Saint Rose* *B.A. in English, University at Albany*  | *Example:* *Special Education N-12 certificate* *Smith, J. (2011) Teaching Students with Special Needs. Journal of Special Needs, 3 (6), 226-241.* | *Example:* *EDU 301: Teaching Students with Disabilities* | *Example:* *60%* |
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**Part-Time Faculty Table**

**Note:** Faculty teaching at the graduate level must have an earned doctorate/terminal degree or demonstrate special competence in the field. Provide information on part-time faculty members who will be teaching each course in the major field or graduate program. The application addendum for professional licensure, teacher certification, or educational leadership certification programs may provide additional directions for those types of proposals.

| **Faculty Member Name and Title** (include and identify Program Director) | **List All Earned Degrees & Disciplines** (include College/University). **Disciplines must be identified.** | **Additional Qualifications:** list related certifications/ licenses; professional experience; scholarly contributions, etc. | **Program Courses (Course Number and Title) Must be Listed** |
| --- | --- | --- | --- |
| *Example:* *Jonathan Smith, Assistant Professor* *Program Director* | *Example:* *Ph.D. in Curriculum and Instruction, Syracuse University* *M.A. in Special Education, College of Saint Rose* *B.A. in English, University at Albany*  | *Example:* *Special Education N-12 certificate* *Teaching Students with Special Needs. Journal of Special Needs, vol. 3, no. 6, 226-241, 2011.* | *Example:* *EDU 301: Teaching Students with Disabilities* |
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**Faculty to be Hired Table**

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| If faculty must be hired, specify the number and title of new positions to be established and minimum qualifications. |
| **Title/Rank of Position** | **No. of New Positions** | **Minimum Qualifications** (including degree and discipline area) | **F/T or P/T** | **Percent Time to Program** | **Expected Course Assignments** | **Expected Hiring Date** |
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| **Task 4. Resources** |
| **Resources, Facilities and Academic Support Services** |
| 1. Complete the New Resources Table. If no new resources are identified as needed for the proposed program, describe why none are needed.

*Answer:*       |
| 1. What library resources will be added to support this program?

*Answer:*       |
| 1. Describe the academic support services provided by the institution and highlight those services specifically designed for students within this program to ensure their success.

*Answer:*       |

**New Resources Table**

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| List **new** resources that will be engaged specifically as a result of the new program (e.g., a new faculty position or additional library resources). New resources for a given year should be carried over to the following year(s), with adjustments for inflation, if they represent a continuing cost.  |
| **New Expenditures** | **Year 1** | **Year 2** | **Year 3** |
| Personnel |       |       |       |
| Library |       |       |       |
| Equipment |       |       |       |
| Laboratories |       |       |       |
| Supplies & Expenses (Other Than Personal Service) |       |       |       |
| Capital Expenditures |       |       |       |
| Other |       |       |       |
| **Total all** |       |       |       |

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| **Task 5. Admissions and General Education and Content Cores** |
| **1. Admissions** |
| 1. List all program admission criteria and provide the program’s checklist or other documentation the institution uses to verify these requirements are met. Be specific. This checklist may be pasted into the answer below. For graduate level programs commencing on or after July 1, 2016 the following minimum admission criteria must be applied; a minimum score on the GRE or a substantially equivalent admission examination and a minimum cumulative grade point average of 3.0 in the applicant’s undergraduate program; provided, however, that such graduate record examination or substantially equivalent admission examination requirement shall in no case apply to currently certified teachers or educational leaders who already hold a graduate degree. \*

*Answer:*      **\***Pursuant to the law, each program is entitled to exempt up to 15 percent of its incoming class from these admission requirements based on the exempted student’s demonstrated potential to positively contribute to the teaching profession. A program shall report to the Department the number of students admitted pursuant to such exemption and the selection criteria used for such exemptions |
| 1. Describe the process for evaluating exceptions to these requirements.

*Answer:*       |
| 1. Complete only if the proposed program leads to a **Literacy Birth -6 or Literacy 5-12 certificate.** Please check that the program meets the following requirement: [ ]  The program requires candidates to have completed the requirements for an initial classroom teaching certificate in another certificate title, as a pre-requisite for admission.

[ ]  The program leads to a master or doctorate degree. |
| **2. General Education Core in the Liberal Arts and Sciences**. |
| **a)** Verify that the program has ensured that candidates are prepared with knowledge, understanding, and skills in the liberal arts and sciences, including but not limited to each of the following (please check) and that the program can provide evidence of this verification process upon request.

|  |  |  |
| --- | --- | --- |
| [ ] artistic expression | [ ] a language other than English | [ ] Information retrieval |
| [ ] humanities | [ ] written analysis and expression | [ ] communication |
| [ ] concepts in history and social sciences | [ ] scientific and mathematical processes |  |

**b)** Explain how the Liberal Arts and Sciences School Faculty were involved in the development of this proposal. Explain and provide evidence of on going collaboration with the Liberal Arts and Sciences and Education Faculties to ensure that the liberal arts and science curriculum is aligned with the NYS Learning Standards and Common Core Curriculum to support the candidate’s content knowledge preparation for P-12 instruction. This information may be pasted into the answer below or it may be submitted as an addendum to this application. *Answer:*        |
| **3. Content Core** |
| **a)** List the liberal arts and sciences majors or concentrations that meet the content core requirements. If the program leads to more than one certificate title, as in Adolescent Education, clearly associate the major the institution will accept for each certificate title. *Answer:*       |
| **b)** Complete only if the proposed program leads to the **Social Studies grade 5-9 or 7-12 certificate.** Please check that the acceptable major(s) meet(s) the following requirement:[ ]  The program shall ensure the acceptable major(s) include(s) study in economics, government, and a total of at least 21 semester hours of study in the history and geography of the United States and the world.  |
| **c)** Indicate how the program ensures that candidates are prepared with a content knowledge base for assisting students in meeting the State Learning Standards.*Answer:*       |
| **d)** Complete only if the proposed program leads toa **Teaching Students with Disabilities 7-12 Generalist certificate.** Indicate how the program meets the following requirements:the program shall ensure that the candidate has completed a minimum of six semester hours in each of the following subject areas (total 24 semester hours): mathematics, English language arts, social studies and science; *Answer:*      andthe candidate has sufficient pedagogical skills to teach these subjects (mathematics, English language arts, social studies and science). *Answer:*       |
| 1. Complete only if the proposed programleads to a **Teaching Students with Disabilities 7-12 Subject Area Extension.** Indicate how the following requirement is met for each proposed extension:
* At least 18 semester hours of study or its equivalent in the subject area of the extension sought.

*Answer:*      * For the Students with Disabilities Social Studies extension, the candidate shall complete the 18 semester hours through a combination of study in United States history, world history and geography.

*Answer:*       |
| **f)** Complete only if the program leads to the Bilingual Education Extension. Indicate the target language(s) for the bilingual extension and how the candidate’s language proficiency is evaluated. *Answer:*       |
| **Task 6. Pedagogical Core Coursework** |
| **a)** The Pedagogical Core Courses Table is designed to illustrate how the pedagogical course work in the proposed program meets the pedagogical core requirements outlined in Commissioner’s Regulations Section 52.21 for program registration. It can be used for a program leading to a **single certificate or to multiple classroom teaching certificates.** The Department reviews this table to ensure that the pedagogical requirements of Commissioner’s Regulations have been met.Follow the steps outlined below to complete the Pedagogical Core Courses Table. For a more detailed explanation, view the power point “How to Complete the Pedagogical Core Course Table” at <http://www.highered.nysed.gov/ocue/aipr/documents/pedcoreinstruct.pdf>.**Step 1: LISTING PEDAGOGICAL COURSES** In the first four columns, identify each pedagogical course by course number, title, number of credits, required (R) or elective (E), and the instructor(s)/status (full-time or part-time). See example on Pedagogical Core Courses Table.**Step 2: IDENTIFYING CERTIFICATION AREA CODES**Use the Certification Area Code/s listed below to identify the teaching certification area/s the program leads to. Insert the associated certification area code/s (01-24) in the Program-Specific PCR Cert code column/s. For example, if a program prepares candidates for certification in Childhood Education 1-6 and Teaching Students with Disabilities Childhood 1-6, mark 02 and 06 in the Program-Specific PCR Cert Code columns. See the example in the [Sample Pedagogical Core Courses Table](#SamplePedCoreCht).

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| Certification Area Codes (Cert codes) 01. Early Childhood Education (B-2)02. Childhood Education (1-6)03. Middle Childhood Education (5-9)04. Adolescence Education (7-12)05. Teaching a Special Subject (all grades) (dance, family and consumer science, health education, music, physical education, technology education, theater, or visual arts) 06. Teaching Students with Disabilities in Early Childhood and Childhood (B-2 or 1-6) 07. Teaching Students with Disabilities 7-12 Generalist 08. Teaching Students Who are Deaf or Hard-of-Hearing (all grades)09. Teaching Students Who are Blind or Visually Impaired (all grades)10. Teaching Students with Speech and Language Disabilities (all grades) 11. Teaching English to Speakers of Other Languages (all grades)12. Literacy (B-6) or (5-12)13. Teaching the Career Field of Agriculture or Business and Marketing (all grades) 14. Teaching a Specific Career and Technical Subject (7-12)15. Library Media Specialist (all grades) 16. Educational Technology Specialist (all grades)17. Bilingual Education Extensions\* 18. Bilingual Education Extensions\*\* 19. Grades 5 and 6 Subject Area Extensions 20. Grades 7 through 9 Subject Area Extensions 21. Gifted Education Extensions 22. Coordination of Work-based Learning Programs Extensions 23. Teaching Students with Disabilities 7-12 Subject Area Extensions: Mathematics; English Language Arts; Biology; Chemistry; Earth Science; Physics; Social Studies; and Language other than English 24. Annotations for Teaching Students with Severe or Multiple Disabilities for Teachers of SWD in B-2, 1-6, 5-9 and 7-12 Generalist; Students Who are Deaf or Hard of Hearing; Blind or Visually Impaired; or With Speech and Language Disabilities \* Bilingual education extensions for all with exception of library media specialist and educational technology specialist.\*\* Bilingual education extensions for library media specialist and educational technology specialist. |

**Step 3: IDENTIFYING GENERAL AND PROGRAM SPECIFIC REQUIREMENTS MET BY COURSE WORK**Go to <http://www.highered.nysed.gov/ocue/aipr/PedagogicalCore.html> and click the link for the Certification Area Code that the proposed program will lead to. Review the program requirements identified on the certification area code sheet. Pedagogical core requirements are listed as either General or Program-Specific. Each requirement is identified by a Roman numeral. Identify the General and Program-Specific Pedagogical Core Requirements that are addressed by each course. Complete the chart by entering the associated Roman numeral of the identified requirement into the General or Program-Specific PCR column in the row of the course that meets that requirement**.** See the example in the [Sample Pedagogical Core Courses Table](#SamplePedCoreCht). Additional instructions are found in the Guidance Document: [Word](http://www.highered.nysed.gov/ocue/aipr/ocue-educator-guidance-Dec-2013.docx) (200KB) [PDF](http://www.highered.nysed.gov/ocue/aipr/documents/ocue-educator-guidance-Dec-2013.pdf) (865 KB) and in the power point at: <http://www.highered.nysed.gov/ocue/aipr/documents/pedcoreinstruct.pdf>. *NOTE: The Roman numerals listed in the Certification Area Code sheets reflect general and program specific regulatory requirements for each certificate title. These Roman numerals will not always align with the Roman numerals in Commissioner’s Regulations Section 52.21. To complete the Pedagogical Core Courses Table, use the Roman numerals listed on the Certification Area Code sheets.* |
| **b)** Provide a description of each existing pedagogical course for this program as it appears in the college catalog. The course description of each existing pedagogical course for this program should be pasted in the “Answer” below.**NOTE:** Each course that has been identified as meeting a general or program-specific requirement(s) of the pedagogical core must have a course description which reflects alignment with the regulatory requirements.*Answer:*       |
| **c)** Submit syllabi for each **new** course as an addendum to this application. Syllabi should include a course description and identify course credit, objectives, topics, student outcomes, texts/resources and the basis for determining grades**NOTE:** Each course that has been identified as meeting the general/program-specific requirement(s) of the pedagogical core must have a course description which reflects alignment with the regulatory requirements.  |
| 1. Graduate level programs preparing candidates for a second certificate sometimes waive specific general pedagogical core requirements because the requirement was met in a previous teacher preparation program. If waiving such requirements, identify by Roman numeral from the Certification Area Code table, those being waived.

*Roman numerals:*      Additionally, please provide the criteria used, and applied uniformly to determine if the general pedagogical core requirements may be waived.*Answer:*       |

**Sample Pedagogical Core Courses Table**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course Number and Title** | **Credit** | **R/E** | **Instructor(s) / Status** | **Pedagogical Core Requirements (PCR) Addressed**  |
| **General PCR\*** | **Program-Specific PCR**  |
| **Cert****Code**  | **Cert** **Code**  | Cert Code  | Cert Code  |
| **02** | **06** |  |  |
| EDU 620: Literacy Methods in the Inclusive Classroom | 3 | R | J. Smith / FT | (iv); (v); (vi); | (ii); | (vi); (vii); (viii); |  |  |

**Pedagogical Core Courses Table**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course Number and Title** | **Credit** | **R/E** | **Instructor(s) / Status** | **Pedagogical Core Requirements (PCR) Addressed**  |
| **General PCR\*** | **Program-Specific PCR**  |
| CertCode  | Cert Code  | Cert Code  | Cert Code  |
|       |       |       |       |
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**\***Based on regulations, General Pedagogical Core Requirements (PCR) are applicable to all programs with exception of a) programs leading exclusively to initial certificates valid for teaching a specific career and technical subject; and b) programs leading exclusively to extensions/annotations.

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| **Task 7. Field Experience and Student Teaching** |
| 1. **Please check that each requirement for field experience, student teaching and practica meet the following regulatory requirements:**

[ ]  is consistent with the program's philosophy, purposes and objectives and carefully selected and planned by program faculty, with learning outcomes specified and their achievement regularly evaluated;[ ]  is accompanied by coursework or seminars and supervised by one or more faculty who participate actively in the program and in program development, and who have training and skills in supervision and the expertise to provide supervision related to content and pedagogy. Full-time faculty shall participate in supervising students during their student-teaching or practica experiences; and[ ]  provides candidates with experiences in a variety of communities and across the range of student developmental levels of the certificate, experiences practicing skills for interacting with parents or caregivers, experiences in high need schools, and experiences with each of the following student populations: socioeconomically disadvantaged students, students who are English language learners and students with disabilities.  |
| 1. **List courses that require field experiences\*:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course Number** | **Course Title** | **Instructor** | **Grade Level** | **Clock Hours** |
|       |       |       |       |       |
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\*Based on regulations, field experiences are not applicable to programs leading exclusively to the following extensions: 1) 5-6 extensions; 2) 7-9 extensions; and 3) coordination of work-based/discipline-specific and diversified learning programs extensions.  |
| 1. **List courses that require college-supervised student-teaching experiences\*:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course Number** | **Course Title** | **Instructor** | **Grade** **Level** | **No. of Full School Days** |
|       |       |       |       |       |
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\*Based on regulations, student-teaching experiences are not applicable to programs leading exclusively to extensions/annotations. |

1. CUNY and SUNY institutions: You must contact System Administration for program registration processes, procedures, timelines and applications. [↑](#footnote-ref-1)