Required Document	Required Components	Notes
NYS Teaching Certification	Valid	A copy of the teaching certificate (preferred) OR Screenshot of teaching certificate from NYSED's Office of Teaching Initiatives TEACH System
	Current	Expiration date no earlier than 6/30/2025
	Must include teacher's name	If surname is different, please submit proof of name change
School Master Schedule	2024-2025 Full Year Master Schedule	All courses and duties
	All courses taught by all teachers	Rotating Master Schedules must include all terms- both semesters, all 3 trimesters, etc.
	Names of every teacher teaching each course	Do not provide an abbreviated Master Schedule with only MST applicants
	Each class must specify grade level	Provide list of full names (If using initials, provide a key with full names)
	Each class must specify subject course name	Should be consistent on Master and Individual Schedules
	Each class must specify location & time	Should be consistent on Master and Individual Schedules
Teacher Schedule	2024-2025 Full Year Teacher Schedule	All courses/duties across all terms
	Teacher name	Teacher name should match MST application
	Name of each class being taught	Teacher schedule must match school Master Schedule Confirm course eligibility (MST Previously Approved Subjects)
	Grade level of each class instructed	Grade levels 3-12 are eligible
	Location & time of each class being taught	Must include start and end time of each period/class
	Supervisory duties and other roles	Include attachment with additional duty/role description, including time obligations
Course Descriptions	Evidence the curricula are guided by the NYS Learning Standards	Visit NYS Office of Standards & Instruction to learn more
	A description of the MST eligible course(s) including scope and sequence, and specific topics taught throughout the year	A copy/printout of the learning standards is not a course description
	In some cases, corresponding curriculum & curriculum maps may be requested	
Employment Agreement	Signed by the teacher claimed	
with Teacher Salary	Signed by a school administrator	
	Include start and end dates for the 2024-2025 school year	
	Indicate part-time or full-time status of teacher/s	
	Include both teacher and administrative initials next to any changes	Alternatively, both teacher & administrator signatures & dates must appear on addendum
Earned Master's Degree/Ph.D.	Must be official documentation*	Alternatively, certification of graduation from the National Student Clearinghouse or a valid foreign credential report from an approved vendor from the New York State Office of Teaching Initiatives.
	Must include teacher's name, graduation date & type of award(degree)	If surname is different, please submit proof of name change
	Evidence award is in math, science, technology, or education	If award only lists *Master of Science* or *Master of Arts,* additional program information is required
Earned Bachelor's Degree	Must be official documentation*	Alternatively, certification of graduation from the National Student Clearinghouse or a valid foreign credential report from an approved vendor from the New York State Office of Teaching Initiatives.
	Must include teacher's name, graduation date & type of award	If surname is different, please submit proof of name change
	Evidence award is in math, science, technology, or education	If award only lists *Bachelor of Science* or *Bachelor of Arts,* additional program information is required
	AND	
Current Enrollment	Must be official documentation*	
	Must include teacher's name	If surname is different, please submit proof of name change
	Must indicate current enrollment & active status	During the 2024-2025 school year
	Enrollment must be in eligible master's degree or Ph.D. program	Current transcript/letter from the institution, dated between 4/10/2020-8/1/2025

*Official documentation received by the school/ teacher directly from the institution.