



OFFICE OF CAREER & LEADERSHIP DEVELOPMENT

How to Become a Certified School Social Worker in NYS

STEP 1

1. Go to www.highered.nysed.gov
2. Click “**Certification in NYS**”
3. Click “**Learn How to Become Certified in NYS**”
4. To learn step by step how to apply to become certified
Click “**Certification from Start to Finish**”
*You will most likely be applying for a **Provisional Certificate**.
5. Next: Top Menu Bar: Click “**TEACH System**”
6. Click “**Self Register with TEACH**” – To create a personal login account.
<http://www.highered.nysed.gov/tcert/teach>

***Please Note:**

You must create a login account to access the **TEACH System** to apply for a certificate.

7. Once you create an account, Click “**TEACH Online Services.**”
(This site will walk you through the steps to apply for a certificate.)
8. Under “**Profile Links,**” enter education, employment and personal information.
9. Under “**Fingerprinting Links,**” submit application for fingerprint clearance.
 - a. Complete and mail OSPRA103 Authorization to forward
Criminal History to: NYCBOE
 - b. Complete and mail OSPRA104 Authorization to forward
Criminal History to: NYSED
10. Send all undergraduate and graduate transcripts to:
Office of Teaching Initiatives (OTI-NYSED)
89 Washington Avenue, Albany, NY 12234
11. Next: **Search for Certification Requirements**
<http://eservices.nysed.gov/teach/certhelp/CertRequirementHelp.do>
Select Your Certification Title:
 - a. Select Area of Interest: **Administration and Pupil Personnel Services**
 - b. Select Subject Area: **Social Work**
 - c. Select Grade Level: **Pre K-12 All Grades**
 - d. Select Title: **School Social Worker**
 - e. Select Your Certificate Type: **Provisional Certificate**
 - f. Click “**Search**”

12. Requirements for Provisional Certificate: School Social Worker

<http://eservices.nysed.gov/teach/certhelp/CertRequirementHelp.do>

Pathway: Individual Evaluation

Requirements:

- a. Education – Bachelors Degree
- b. Graduate Coursework – Social Work – 30 S.H
- c. College Supervised Internship
- d. Child Abuse Identification Workshop
- e. School Violence Intervention and Prevention Workshop
- f. *Dignity For All Students ACT Workshop (*New as of Jan. 2014*)
- g. Finger Print Clearance

13. Please Note: *As a Columbia student, YOU HAVE ALREADY TAKEN THE **CHILD ABUSE IDENTIFICATION WORKSHOP**. YOU ARE ENCOURAGED TO CONTACT OTI-NYSED TO INFORM THEM OF YOUR CHILD ABUSE IDENTIFICATION COURSE ON YOUR TRANSCRIPT, so they do not delay your certification.*

- a. **You can take the School Violence Intervention and Prevention Workshop online at:** www.childabuseworkshop.com
- b. **Enter Group Code: NY** – to take both above courses online for \$60
For more information regarding these online workshops
Please call **customer service at: 1-800-963-5449** OR
email: help@childabuseworkshop.com
- c. ***The Dignity for All Students Act Workshop (DASA)**
All applicants who are applying for a certificate on or after **December 31, 2013** are required to complete six clock hours of coursework or training in Harassment, Bullying and Discrimination Prevention and Intervention in accordance with Article 2 Sections 10-18 of the Education Law.
- d. Training in Harassment, Bullying and Discrimination Prevention and Intervention is available only from a provider approved by the NYS Education Department. A list of providers is available on the **DASA Providers webpage:** <http://www.highered.nysed.gov/tcert/certificate/dasa-applicant.html>
- e. Contact the provider for the workshop registration dates and times.
Please Note: Some providers offer training that exceeds the six Hour minimum. Fees vary by provider.
- f. Upon completion of the workshop, the provider will give you a Certification of Completion. Send this document to:
NYS Education Department, Office of Teaching
89 Washington Avenue, Albany, NY 12234. (Photocopies accepted)

14. **Once all materials are completed. Send \$100 application fee to:**
Office of Teaching Initiatives (OTI-NYSED)
89 Washington Avenue, Albany, NY 12234
(You can pay online either by credit card or mail your payment.)
15. Monitor the progress of your application by logging onto **OTI-NYSED** and clicking on:
“**Inquiry Links**,” “**Account Information**,” and then clicking on the appropriate links.
16. Average time to receive your certificate after applying: 2 Months.
17. **Please Note: NYSED does not mail paper copies of Provisional Certificates.**

FYI: As per the Office of Teaching Initiatives (OTI), SW program codes do not apply to Social Work graduates earning an MSW. When completing the application bypass the SW program codes completely. Instead, scroll down towards the bottom of the page, select **Option B** and follow the prompts which will take you to the page which will allow you to apply for the **PROVISIONAL CERTIFICATE** for School Social Worker.

STEP 2

Once your School Social Worker Provisional Certificate is listed as “**Issued**” in the **NYSED system**, you can proceed to apply for employment with the NYC Department of Education.

1. Go to www.teachnyc.net.
2. In the top left hand corner, click “**New Application.**”
3. Next click “**Pupil Personnel & Substitutes**”
4. Complete the application for PUPIL PERSONNEL SERVICES.
DO NOT COMPLETE THE TEACHER APPLICATION.
5. You will receive an email in several weeks, after your application has been reviewed, which will indicate that you have been added to the **New Teacher Finder**. You can then **search for school social work jobs**, and school administrators will be able to search for you.
6. Although it is not necessary for all school social work jobs, it is recommended that you take the **New York State Social Work Licensing Exam**, as some schools require proof of licensure for employment.

FOR ADDITIONAL ASSISTANCE:

Please contact the NYS Education Dept. - Office of Teaching Initiatives
Teacher Certification Helpline at: **518-474-3901** and **press 5**
to speak to a Helpline Representative.

FOR MORE INFORMATION GO TO THE NASW WEBSITE:

<http://www.naswnys.org/schoolsw.htm>