

INSTRUCTIONS

Pursuant to New York State Education Law, the No Child Left Behind Act of 2001 (NCLB) and the Individuals with Disabilities Education Act (IDEA), New York State Education Department (NYSED) is requesting that all charter schools provide reports and supporting documentation concerning teacher certification and employee records. NYSED is also requesting all charter schools to assure that the submitted data is complete and accurate. All reports must reflect current data. All supporting documentation must be submitted even if identical documentation was submitted in previous years.

Assurances Form

Please follow the directions on the form and submit together with the Teacher Certification and Employee Records Form.

Teacher Certification and Employee Records Form

TABLE A – PROFESSIONAL INSTRUCTIONAL STAFF

List all "lead teachers" providing instruction in the school. **“Lead teacher” is defined as an adult who offers direct instruction in a mandatory class to one or more students, regardless of the number of teaching hours per week, and regardless of the subject matter.** Lead co-teachers, Title I teachers, librarians who teach library science, and teachers who substitute for 4 weeks or more are included. Teaching assistants, paraprofessionals, non-teaching educational administrators, speech pathologists, occupational therapists, physical therapists, social workers and counselors are **not** included. See the Key on Table A for important instructions and definitions.

If a teacher is certified, place an X in the applicable column in Table A and provide NYSED with the appropriate supporting documentation. Evidence of certification includes a **current** New York State teaching certificate, a TEACH printout with a status of *Certified*, **or** a New York City teaching license for teachers in the five boroughs of New York City. If such evidence is not available, do not place an X in this column. Note: a resume, HOUSE, college transcripts or out-of-state certificate (even if the state has a reciprocal agreement with New York) will not be accepted as supporting documentation.

If a teacher is not certified, s/he may be considered *presumptively certified* if s/he has submitted to the Office of Teacher Initiatives (OTI) all required documentation, test results and payments, and is awaiting determination by OTI. Evidence of such submission includes a TEACH status of *Ready for Review* with a date of application within six months of the date this form is submitted **OR** a letter from a university stating that all certification requirements are fulfilled and that it has submitted an application to OTI on behalf of the teacher during the four weeks preceding the date this form is submitted. If such evidence is available, place an X in the appropriate box in Table A and provide NYSED with a copy of the relevant TEACH printout or

university letter. If such evidence is not available, do not place an X in either column. Note: a letter from Teach for America stating that the teacher has fulfilled all requirements for a Transitional B certificate is **not** acceptable.

If a teacher is neither certified nor presumptively certified, s/he may be eligible to teach under the “30/5” exemption of Section 2854(3)(a-1) of the New York State Education Law, provided that s/he falls into a qualifying exemption category. Following is a list of the four qualifying exemption categories and the correlating Table that must be completed:

- I. At least three years of elementary, middle or secondary classroom teaching experience (*TABLE B*)
- II. Tenured or tenure track college faculty (*TABLE C*)
- III. Two years of satisfactory experience through the Teach for America program (*TABLE D*)
- IV. Possesses exceptional business, professional, artistic, athletic, or military experience (*TABLE E*)

If an uncertified teacher falls under one of these qualifying exemptions, indicate such status in Table A in the *Exempted/Not Certified* column. In the drop-down menu, click the type of exemption and correlating Table that will be used. **Complete this column for every teacher with a qualifying exemption, regardless of the teacher’s HQ status.** Complete one table for each **eligible** uncertified teacher and provide NYSED with the supporting documentation as described below. **USE ONLY ONE EXEMPTION PER TEACHER. A TABLE MAY BE USED FOR ONE TEACHER ONLY.**

HQ status – Report the status of each teacher as s/he was reported in the BEDS Personal Data Form of 2008-2009. Choose the appropriate status in the drop-down menu. **Complete this column for every teacher, regardless of the teacher’s certification or exemption status.**

TABLES B, C, D, E – QUESTIONNAIRES FOR UNCERTIFIED TEACHERS WITH A QUALIFYING EXEMPTION

Complete one table for each uncertified teacher falling under a qualifying exemption. **All columns in the tables must be completed.** Tables with incomplete columns will be treated as unsubmitted. Use only one exemption and one table per teacher. A table may be used for one teacher only.

Following is a description of the supporting documentation that must be submitted for each exempted teacher:

TABLE B (Three years of classroom experience) – No additional documentation

TABLE C (Tenured or tenure track college faculty) – Letter from the college

TABLE D (Two years of Teach for America experience) – Letter from TFA

TABLE E (Exceptional experience) – Current resume

TABLE F – NON-INSTRUCTIONAL STAFF

List all current employees who do not provide direct instruction as "lead teachers." Teaching Assistants, paraprofessionals, non-teaching educational administrators, security guards, speech therapists, social workers, office and maintenance personnel are included.

TABLE G – NEWLY HIRED AND TERMINATED EMPLOYEES

List all employees who have commenced or terminated employment since the school's last report to NYSED. Unless updated more recently, a school's last report was with the submission of the previous year's Teacher Certification and Employee Records Form.

ALL TABLES MUST REFLECT CURRENT DATA

Please submit all tables, assurances and supporting documentation no later than January 16, 2009. The completed tables must be emailed to emscapa@mail.nysed.gov as **one Excel workbook in Excel format**. Do not submit a PDF version of the tables. Do not divide the tables into two or more attachments and do not transform the tables in any way. **Paper copies of the completed tables, assurances and supporting documentation must also be mailed via postal service to:**

Moshe Gans, Ph.D.
Regional Associate
Office of School Improvement and Community Services (NYC)
New York State Education Department
55 Hanson Place
Brooklyn, New York 11217

If you have questions or require technical assistance, please contact Dr. Moshe Gans at (718) 722-7108.