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To: BOCES District Superintendents
Superintendents of Public School Districts
Principals of Public Schools
Principals of Private Schools
Charter School Leaders
School Counselors
School Nurses

From: Kathleen R. DeCataldo

Subject: Continuation of Optional Remote Application Process for Employment
Certificates and Permits (Working Papers)

School and district representatives have communicated to the State Education Department that the remote application process for working papers established last year has eased the work of issuing working papers to qualified minors in ways that extend beyond response to the pandemic. This is particularly true in circumstances such as where out-of-state students will be working in New York State during summers or vacations, minors have limited access to transportation, and it is difficult for the parent to come in-person to the school during the school day.

School districts in New York State may continue to issue employment certificates and permits to qualified applicants following the alternative remote process outlined below. School districts may elect to issue employment certificates and permits in-person only, or to offer both in-person and remote options. Minors should continue to be provided access to an in-person application process unless schools are again required to close.

Section 3215-a of New York State Education Law requires schools to provide this service for pupils and employers in the community. School superintendents have the authority to designate principals or other school officials to act as certificating officials and nonpublic schools and BOCES may issue such certificates to their own students. Minors may apply for certificates in the school district where they live, where they go to school, or where they are to be employed.

Alternative Remote Process for Issuing Working Papers

Parents/guardians and minors complete the appropriate application form and email it to the district or school's Certificating Officer. Fillable PDF versions of the [AT-17 Application for](#)

[Employment Certificate](#) and [AT-22 Application for Employment Permit](#) are available on [NYSED's Employment of Minors website](#). These forms allow digital signatures.

The Certifying Officer schedules a video call with the minor, and if required, the parent or guardian. This video call will be considered equivalent to appearing, "in person before the certifying official." During this video call, the minor presents required documentation as per the [Certifying Officers Manual](#).

Certifying Officers may then complete the working card, sign it, and mail it to the minor. The minor should sign the card upon receipt. It is no longer required that the minor sign the card in the presence of the certifying officer. Certifying Officers must continue to use approved working cards.

If you have questions or concerns, please contact Student Support Services at (518) 486-6090 or StudentSupportServices@nysed.gov.