

# HOW TO APPLY FOR NYSED - SCHOOL SOCIAL WORKER CERTIFICATION if you are a Licensed Social Worker

## LICENSED SOCIAL WORKERS

If you are a NYS Licensed Social Worker (LCSW, LMSW) and interested in a position as a **School Social Worker** with the New York City Department of Education (NYCDOE), you must first obtain the NYS School Social Worker certification. This document will guide you through that process.

### CERTIFICATION:

The following are the requirements to become a NYS certified School Social Worker:

- Education – Bachelor’s Degree
- Graduate Coursework - Social Work - 30 Semester Hours
- College Supervised Internship
- Workshop - Child Abuse Identification
- Workshop - School Violence Intervention and Prevention
- Workshop – Dignity for All Students Act
- Fingerprint Clearance

You must meet all the requirements before certification is issued by the New York State Education Department (NYSED). Your submission of a transcript may fulfill all or most of the education, coursework, and internship requirements for the certificate. In some cases, based on the college/university program you attended, you may also have completed some or all of the workshops listed. The state will require you to submit proof of these workshops.

For detailed information on NYS-registered workshop providers, please visit:

- Child Abuse Identification: <http://www.highered.nysed.gov/tcert/certificate/ca.html>
- School Violence Intervention and Prevention: <http://www.highered.nysed.gov/tcert/certificate/save.html>
- Dignity for All Students Act: <http://www.highered.nysed.gov/tcert/certificate/dasa.html>

Additionally, you will be required to submit **fingerprint clearance**. Fingerprints must be taken by either the NYSED or the NYCDOE. Additional information can be found at:

- **NYSED:** For more information about the NYSED fingerprinting/clearance process, visit: <http://www.nysed.gov/educator-integrity/fingerprinting>
- **NYCDOE:** If you have been fingerprinted by the NYCDOE, you may file an [OSPRA-104](#) form with us so that we can release your fingerprinting results to the NYSED. Conversely, if you have been fingerprinted by the NYSED, you can file an [OSPRA-103](#) with NYCDOE requesting that they forward your fingerprinting results to us for clearance. Please contact [HRCServiceCenter@schools.nyc.gov](mailto:HRCServiceCenter@schools.nyc.gov) with any questions regarding the NYCDOE fingerprinting process.

**NOTE: The NYCDOE will not fingerprint you until a job offer is made, however, since many colleges and universities use our services for internships and practica in our schools, it is possible that you may have been printed with NYCDOE.**

**APPLICATION:**

The first step to apply for certification as a School Social Worker is to visit the NYS Education Department Office of Teaching website to create a NYS TEACH profile. If you already have a NYSED TEACH profile, visit <http://www.highered.nysed.gov/tcert/teach/> and click “Login to TEACH”.

If you do not have a NYSED TEACH profile, visit <http://www.highered.nysed.gov/tcert/teach/> and create a NYSED TEACH profile.

To create your NY.gov account and access TEACH, you must have your:

- Name
- Birth Date (mm/dd/yyyy) (required for TEACH access)
- Mailing address
- Email address
- United States Social Security Number (required for TEACH access)
  - International applicants who do not have a United States Social Security number should click here to learn how to request a nine-digit identifier to create a TEACH account.

***NOTE: If you applied, or received a certificate in the past, use the name associated with that application/certificate. You can request a name change after you have successfully created your account.***

Follow the steps below to create your NYSED Teach profile:

**STEP 1:** Visit <http://www.highered.nysed.gov/tcert/teach/>

**STEP 2:** Click on “Self-Register”

**STEP 3:** Review and Click on “Continue”

**STEP 4:** Review and Click on “Continue”

**STEP 5:** Review and Click on “Self-Register NOW”

**STEP 6:** Complete the form indicated to create a New York State Directory Service account AND register with TEACH Online Services including the fields with a red asterisk \*, then Click on “Create Account”

**STEP 7:** Confirm the Page reflecting the information you have entered and Select “Create Account”

**STEP 8:** DO NOT STOP HERE! A NY.gov page will appear to continue the login process for self-registration. Click on “Click Here”

**STEP 9:** Enter the Username and Password you created and Click on “Sign In”

**STEP 10:** The access page with the icon will appear, click on the icon “Teach online TEACH Online Services”

**STEP 11:** Enter your Social Security Number and Click on “Submit”

**STEP 12:** Complete the Create Profile page and Click on “Submit”

**STEP 13:** Validation of your Email address may appear. Enter your Email address and Confirm. Click on “Confirm”

**STEP 14:** TEACH page will appear, Click on “Inquiry Links - Account Information”

**STEP 15: PRINT PAGE** - You may select any or all information in the box indicated and click GO to print the entire account.

Once you create your profile, you will need to apply for the **School Social Worker “Provisional” Certification via the Individual Evaluation Pathway**. Follow these steps to create your application for the School Social Worker certification:

**STEP 1:** Log In to your NY.gov TEACH account

1. TEACH Login
2. Go to TEACH Online Services
3. Scroll to "Online Applications" and click on “Apply for Certificate.”

**STEP 2:** Verify / Update Profile

1. Confirm your legal name including spelling, prefixes, and suffixes.
2. Update your mailing address, email, and phone number(s).
3. Confirm your U.S. Citizenship status (Y/N).
4. Enter your education information.

**STEP 3:** Add the certificate to the application

From the Menu:

- Select an Area of Interest: **Administration and Pupil Personnel Services**
- Select a Subject Area: **Social Work**
- Select a Grade Level: **Pre K-12 – All Grades**
- Select a Title: **School Social Worker**
- Select a Type of Certificate: **Provisional Certificate**
- Then click Add.
  - TEACH will ask you a series of questions to determine the pathway that best fits your credentials.
  - Once a pathway is selected (*Individual Evaluation*), you will be directed back to the "Add a Certificate" page. Scroll to the bottom of that page and click "Next".

**STEP 4:** Continue with the Application

- Answer Moral Character Questions
- Sign / Click Affidavit Button
- Sign / Click Sign Application Button
- View and Print Application Summary Page
- [Pay the Application Fee](#)

**Step 5:** [Check the Status of Your Application](#)

**NOTE:** *You can check the status of your application anytime. The SED may ask for additional documents from you so it is important you check regularly.*

*The NYS PROVISIONAL certification is valid for five years, during which time it is expected that you meet the requirements for permanent certification. In most cases, this involves a new application to NYS and two (2) years of school-based experience. You can find additional information regarding NYS certificate progression by visiting:*

<http://www.highered.nysed.gov/tcert/certificate/pathways.html>

For additional questions regarding the **NYSED** Certification process, please email the Office of Teaching Initiatives at: [tcert@nysed.gov](mailto:tcert@nysed.gov).

If you have any additional questions regarding the **NYCDOE** School Social Worker Application and Hiring Process, please contact us at: [PPS@schools.nyc.gov](mailto:PPS@schools.nyc.gov).