

## How to Apply for NYSED Educational Technology Specialist Certification

1. Apply for NYIT graduation at NYIT Connect.
  - a. \*Official graduation dates are **May 31, August 31, and December 31.**
2. Apply for Educational Technology Specialist Certification through Institutional Pathway at NYSED TEACH <http://www.highered.nysed.gov/tcert/teach/>.
  - a. The program code is 27783
  - b. Pay the fee.
3. Send me an e-mail to [smcphers@nyit.edu](mailto:smcphers@nyit.edu) or call me at 516 686 1053, with your Social Security number.
  - a. I will submit an Institutional Recommendation verifying that you completed NYIT's approved program. **\*I cannot submit the recommendation until after your official graduation date.**
  - b. Include number of years teaching.
  - c. If you have completed three years teaching I can recommend professional Ed Tech Specialist certification.
  - d. The recommendation is a series of radial buttons and drop boxes.
  - e. I cannot submit individualized letters of special circumstances.
4. Apply for professional certification in your initial certification area through the Individual Pathway NYSED TEACH <http://www.highered.nysed.gov/tcert/teach/>.
  - a. Pay the fee.
5. You must apply for the Ed Tech Specialist certification FIRST before applying for professional certification in your initial area.
  - a. Otherwise the application for professional certification in your initial area does not recognize the master's in instructional technology.
  - b. Even if you have no intentions of obtaining the Ed Tech Specialist certification, you must apply so that you are not required to take 12 additional credits in the area of your initial certification.
  - c. Once the Institutional Recommendation is submitted verifying your completion of an approved program, you will NOT be asked for a college code. We do NOT provide a college code.
  - d. If you intend to obtain the Ed Tech Specialist certification, you should register for the Content Specialty Test at <http://www.nystce.nesinc.com/>.
    - i. The schedule and fees are listed at this site. The code for the Ed Tech Specialist certification exam is **071**.
    - ii. List NYIT School of Education for receiving a copy of your scores.
6. If you cannot complete the Master's program before the expiration date of your initial certification, and you are fully matriculated and taking courses in the program, you can request that we write a 1- or 2-year extension letter.
  - a. Send your address and Social Security number to prepare the letter.
  - b. The letter will be 'To Whom in May Concern' and sent to you to submit to NYSED.
  - c. Rarely, if ever, is a request for extension denied if NYIT provides an academic plan for completing the master's degree.
7. If these steps do not work for your application for the Ed Tech Specialist certification and professional certification in your initial area of certification, call me at 516.686.1053 or email me at [smcphers@nyit.edu](mailto:smcphers@nyit.edu) to let me know which step did not work for you.

Congratulations and Good luck,

Dr. Sarah McPherson, Chair Instructional Technology