SYRACUSE UNIVERSITY
SCHOOL OF INFORMATION STUDIES
NEW YORK STATE CERTIFICATION AND REQUIREMENTS FOR SCHOOL MEDIA STUDENTS

Updated August 2016

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School of Information Studies

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Students are required to fulfill the following requirements for NYS Certification.

1. Completion of Master of Science in Library and Information Science

The completion of your MSLIS (or MLS) in School Media is required for NYS certification.

Candidates who already possess an MSLIS (or MLS) must complete the Certificate of Advanced Studies (CAS) in School Media.

2. New York State Teachers Exams

For all of the exams listed below, you may find information on test dates, registration, and more on the New York State Teacher Certification Examination website.

To find a test center near you, use the Pearson Test Center Search.

I. **Educating All Students Test (EAS)**
   - Test length: 2 hours, 15 minutes
   - EAS Study Guide
     - There are 3 sections to this study guide

II. **Academic Literacy Skills Test (ALST)**
   - Note that there are three sections to this Study Guide.
   - Test length: 3 hours, 30 minutes
   - ALST Study Guide
     - There are three (3) sections to this study guide

III. **Content Specialty Test for Library Media Specialists (CST)**
   - Test length: 3 hours, 15 minutes
   - Preparation materials:
     - Test design and framework document (PDF): we strongly suggest all School Media candidates read the framework document carefully before preparing for and taking the CST exam.
     - NYSTCE Library Media Specialist Preparation Materials: includes a preparation guide, sample questions, video tutorials, and more.

   ○ [Details about the CST exam](#): includes information on the price of the exam, passing scores, dates, and more.

 IV. edTPA
- [edTPA Website](#)
- The edTPA is a national teacher performance assessment, in a portfolio format. There are three tasks: *Planning*, *Instructing*, and *Assessment*. There are multiple sections to each task, including two 10-minute unedited video clips of instruction in the school library during your practica.
- Preparation materials:
  - [July 2016 Support Guide for edTPA Candidates](#) (PDF)
  - There are more edTPA resources in the *School Media Forum* under *Organizations* in [Blackboard](#).

3. Mandatory New York State Workshops

Students must complete six (6) New York State mandatory child safety workshops:

1. Child Abuse Recognition & Reporting
2. School Violence Prevention and Intervention
3. Fire & Arson Prevention
4. Highway Safety & Traffic Regulations & School Safety Patrols
5. Child Abduction Prevention
6. Prevention of Alcohol, Tobacco, and Drug Abuse

All students, no matter where they apply for certification, must take these six workshop topics.

Where and how to take these Workshops

The School of Education at Syracuse University offers several sections of EED 640 that cover all six child safety topics and the Dignity for All Students Act (DASA). For information about dates, email NYSCHLSS@syr.edu.

If you cannot get to the Syracuse University campus to take this set of workshops, you will need to find two of these workshops (*Child Abuse Recognition & Reporting* and *School Violence Prevention and Intervention*) at other locations throughout New York State or online.

Find a location for the:
- [New York State Education Department Child Abuse Identification Workshop](#)
- [New York State Education Department Prevention and Intervention Workshop](#)

Syracuse University Institutional Recommendation in TEACH requires you to have all six topics. If you have taken the *Child Abuse Recognition & Reporting* and *School Violence Prevention and Intervention* workshops previously, and need the other four topics, you may review the study materials in [Blackboard](#).

Once in Blackboard, go to: **School Media Forum > Organizations > Content section > Child Safety Workshop > View modules**.

Send Blythe Bennett ([babennet@syr.edu)](#) the proctor agreement to take the test for those four topics online, for free, via Blackboard.

Dignity for All Students Act (DASA)

Effective December 31, 2013, all applicants for Certification are required to complete at least six clock hours of coursework or training in Harassment, Bullying, and Discrimination Prevention and Intervention.

This is a graduation requirement. All School Media students must attend the workshop.

You can find providers on the [New York State Education Department DASA website](#).

Campus students are invited to take the workshop or by registering for EED 640 (no credit/no tuition) in the fall or spring semesters.

4. Fieldwork

Students are required to complete 100 hours of on-site supervised fieldwork experience. You may find more information on obtaining 100 hours of fieldwork through the School Media program on the [School Media Curriculum page](#).

5. Fingerprinting

Students must be fingerprinted through Identogo. Start this process early, because it can take several months to be recorded in the state database. Some schools require this before fieldwork begins, so submit early in your program.

[Find a location to get fingerprinted](#)

6. Practica

Download your [Guide to Successful Practicum Experience Completion for School Media Students](#) (PDF). All School Media students must read the guide thoroughly and understand the practicum process and expectations.

By the end of your program, you must select and complete two practicum experiences in different Library Media Centers, one each at the elementary and secondary levels.

You must work with a Library Media Specialist who has been certified for at least three years, and you may not select a site that is in the school district in which you live or work. This does not apply to residents of Albany, Buffalo, NYC, Rochester, or Syracuse.

A total of 120 work hours on-site must be completed for each practicum experience. Students who have been continuously employed as teachers in a K–12 setting for at least three years may opt to complete one practicum of 120 hours. If this option is exercised, the student must complete the practicum in a setting in which they are not currently teaching (e.g., an elementary school teacher must do his/her practicum at a secondary school).

Students must provide proof of qualifying teaching experience when they request to register for IST 972.

Applying for Professional Certification in New York State

The New York State Education Department Office of Teaching Initiatives (OTI) requires that students completing teacher preparation programs (including School Media) leading to certification use the TEACH Online Services system.

The online system includes:
1) The online teacher certification application
2) The online fingerprint clearance application
3) The ability to make payment arrangements
4) The ability to check online for the status of a teacher certificate application
5) The ability to check online for the status of a fingerprint clearance application
6) The ability to view all correspondence sent by OTI, including an evaluation history of certification applications filed online.

In order to apply online, you must create a TEACH login and password at the New York State Directory Services. Instructions are provided as you go through the self-registration process.

To self-register and login to TEACH, go to the TEACH website and follow the instructions provided at Self-Registration.

While the application process itself is easy - it takes approximately 30 minutes of your time - there is specific information that you, as graduates of the Syracuse University, School of Information Studies Master of Science in Library and Information Science: School Media (MSLIS: School Media) degree program, must know in order to assure that your application and Syracuse University's institutional recommendation match, so that TEACH issues the appropriate certificate.

Use the selections listed below in the application when you are given a variety of choices in a pull down menu:

- Institution: Syracuse University
- Award Title: Master of Science
- Program: 27274 Library and Information Science: School Media
- Major: Other
- Date Degree Received: Leave Blank
- Attended From: Your matriculation date
- Attended To: The first day of the month you graduate/graduated (ex. 5/1/14)
- Number of Credits Earned: Leave Blank
- Select your Area of Interest: Classroom Teacher
- Select your Subject Area: Library Science
- Select the Grade Level: Pre K-12 All Grades (defaults from Classroom Teacher/Library Science)
- Select the Title: Library Media Specialist
- Select the Type of Certificate*: Initial
- Select Pathway: Approved Teacher Preparation Program

*Unless you have three years of professional teaching experience and are applying for Professional Certification. You must provide verification of this employment within TEACH.

If you have questions concerning your certification, you should contact Brenda Hoefler at (blhoefle@syr.edu) or 315-443-4759 or you may contact the Office of Teaching Initiatives at tcert@mail.nysed.gov

When you are ready to apply to TEACH online, please contact Blythe Bennett (email: babennet@syr.edu; phone: 315-443-5445) to receive a NY State Certification Form as required by the School of Education.

Please fill out the form and return it via mail, with a signature in ink, to 114 Hinds Hall. Once your degree is certified by the iSchool, the form and a letter verifying your degree certification will be sent to the School of Education. The School of Education will verify the award date and submit the college recommendation online in TEACH. The degree certification process should take approximately four weeks.

You can apply for NYS certification before the college recommendation is submitted, however, the college recommendation will not be submitted online until an award date is posted on your transcript. This can take several weeks after graduation. The Syracuse University School of Information Studies and School of Education must institutionally recommend your application for NYS certification. Do not apply through any other agency (e.g., BOCES).

New York State Certification Resources

The NYSED Office of Teaching Initiatives website
for N.Y.S. Teacher Certification Examinations website

Information for non-NYS Residents

School media certification requirements for each state differ and are always changing. Although some graduates are planning to seek a school library media specialist position within New York State, others may be moving and will need to know the requirements in other states. You should contact your state's Department of Education for such information.

Contact Information

For more questions regarding the Certification process, please contact:

Brenda Hoefler
Syracuse University School of Education
315-443-4759
blhoefle@syr.edu

You may also contact the Office of Teaching Initiatives at tcert@mail.nysed.gov.

*For complete information on the requirements for NYS certification as a school library media specialist, consult the New York State Education Department Office of Teaching Initiatives.