

TEACHING ASSISTANT CERTIFICATION CHECKLIST

Name: _____

Employment Appointment Date: _____

Expiration of 40 Day Period: _____

TEACHING ASSISTANT CERTIFICATION REQUIREMENTS (SEE ATTACHED): In accordance with New York State Education Department Commissioner's Regulations, effective February 2, 2004, candidates for Teaching Assistant Level I certification must complete the following requirements within the first 40 days of employment. If these requirements are not met, school districts must discontinue employment of the teaching assistant certification candidate.

I understand it is my responsibility to complete the items listed below within the first 40 days of employment in order to maintain my employment with the BOCES.

Teaching Assistant (to be signed upon receipt)	Date
<input type="checkbox"/> Fingerprint Approval Process – Must complete Date Completed: _____ <i>(attach copy of approval)</i>	
<input type="checkbox"/> Teaching Assistant Certification Application (MUST BE completed within 7 days of receipt of the application and returned to the address below with \$35 money order made payable to the New York State Education Department). - Must complete Date Completed: _____	
<input type="checkbox"/> Child Abuse Identification and Reporting Training – Must complete Date Completed: _____ <i>(attach copy of completion certification)</i>	
<input type="checkbox"/> School Violence Prevention and Intervention Training – Must complete Date Completed: _____ <i>(attach copy of completion certification)</i>	
<input type="checkbox"/> Assessment of Teaching Assistant Skills (ATAS) – Must register Date Registration submitted: _____ <i>(attach registration receipt)</i> Date of Examination: _____	

This checklist, signed below, along with the required attached proof of completion, must be returned to:

Donna J. Wisenburn
 Director of Human Resource Services
 Washington-Saratoga-Warren-Hamilton-Essex BOCES
 1153 Burgoyne Avenue, Suite 2
 Fort Edward, New York 12828-1134

by the **Expiration of 40 Day Period** indicated above. Please be sure to call Anne Arpey in my office (746-3353) if you have any questions.

I understand that I must achieve a qualifying score on the first available administration of the Assessment of Teaching Assistant Skills (ATAS) after my appointment date in order to maintain employment and to qualify for the Level I Teaching Assistant certificate.

 Teaching Assistant (to be signed upon return)
 c: Supervisor

 Date