**Teaching Assistant Directions**

<http://www.highered.nysed.gov/tcert/certificate/teaching-assistant-level-1.html>

**Step 1:**

https://www.workshopsexpress.com/explore-workshops/ - The cost is $90

* [**Workshop - Child Abuse Identification**](http://www.highered.nysed.gov/tcert/certificate/ca.html) **(This is completely new from the one you’ve done in the past)**
* [**Workshop - School Violence Intervention and Prevention**](http://www.highered.nysed.gov/tcert/certificate/save.html)

After you complete workshops, upload certificates to your TEACH account @

* <http://www.highered.nysed.gov/tcert/teach/home.html>

**Step 2:**

DASA Professional Workshop - CSI CUNY Website fee $110 (Make appointment)

* <https://www.csi.cuny.edu/continuing-education/course-offerings/professional-workshops>

**Step 3:**

Fingerprint Clearance (Make appointment)

* Link: <http://www.nysed.gov/educator-integrity/fingerprinting> (This is completely different fingerprints that you’ve done in the past. These fingerprints can be done on Staten Island).

**Step 4: (This is the Teaching Assistant Test)**

(Make appointment)

NYSATA - Assessment of Teaching Assistant Skills (ATAS) (095) fee $91

* <http://www.nystce.nesinc.com/TestView.aspx?f=HTML_FRAG/NY095_TestPage.html>

**Step 5:**

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

**STEP 2:** Verify / Update Profile

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

**Step 4:** Continue with the Application fee $35

* <http://www.highered.nysed.gov/tcert/certificate/teaching-assistant-apply.html>

**Step 6:**

Email documents below to: tcert@nysed.gov

* School Violence Workshop Completion Form
* Child Abuse Workshop Completion Form
* Copy of High School Diploma, GED, or HSE

For informational purposes this is the website on how to upload your documents

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