

Expedited Service for Charter Schools

Updated September 2018

Please note that only the Office of Teaching Initiatives in the NYS Education Department can officially determine an applicant's eligibility. This requires the submission of an application, an application fee and a full review of all of the applicant's credentials.

School districts, charter, non-public schools or agencies that require certified personnel, may request expedited service for priority processing of certificate applications for candidates they are seeking to employ.

Expedited service is primarily intended for new hires. However, the SED will accept requests for certified teachers who are required to possess NYS certification in a different subject/level. An authorized charter school TEACH administrator CANNOT request expedited service for a Teaching Assistant certificate NOR for a current (non-expired) Professional certificate via the "Certification Progression" pathway.

The SED will only accept requests ONE time for an application provided that the application for certification is at least two weeks old, and that all requirements have been completed prior to the submission of the expedited request.

Request Procedure for Charter Schools

An authorized charter school administrator should only request that the SED expedite the certificate application review after s/he has checked the status of the application on TEACH.

- The application must be on file for at least two weeks.
- There has not been any expedited request previously for this application.
- The application is **not** for a certificate via the "Certificate Progression" pathway or for a Teaching Assistant.
- Only the designated authorized TEACH school representative is permitted to make the request, and has verified that there is an application on file and the fee has been paid.
- The application status should be "ready for review." If it is NOT "ready for review" or if it states the application status as "review complete pending information," the authorized TEACH administrator must

submit official transcripts* and/or additional supporting documents along with the Expedited Service Request Form.

- If the school's authorized TEACH administrator is **NOT** submitting transcripts or documents, and then s/he must email the completed [Expedited Service Request Form](#) to OTIexpedite@nysed.gov. Please put "Box ES" in the subject line of the email.
- If the school's authorized TEACH administrator is submitting transcripts/documents, the school's authorized TEACH administrator must mail the [Expedited ServiceRequest Form](#) and the documents to:

Office of Teaching Initiatives
NYS Education Department
89 Washington Avenue, Room 5N –EB
Albany, NY 12234

***Transcripts**

Only official transcripts in a sealed college/university envelope that includes the applicant's name, last four digits of their social security number and date of birth must be sent to the Office of Teaching Initiatives. If for any reason the college/university is unable to include this information on the transcript, the college/university may attach a cover letter in the sealed envelope. **Transcripts submitted without the requested identifying information will not be reviewed.** Electronic transcripts (even those sent by clearinghouses contracted by a college) will not be reviewed. The college registrar must send the official transcript to the Office of Teaching Initiatives, New York State Education Department, 89 Washington Avenue, Albany, NY 12234