

Annual Report for the Teacher Certification Officer
2006-2007

The Teacher Certification Office provided services to students and staff as follows:

1. Provided up to date information on all requirements for New York state teacher certification in a variety of formats:
 - Website
 - Informational seminars - both large and small group
 - Individual consultations with students and faculty via face-to-face, e-mail, and telephone
 - Printed materials
 - Handbooks and directories
2. Provided signed verifications for former program completers who applied for teaching credentials out of state.
3. Processed cooperating teacher stipends and tuition waivers.
4. Processed travel/mileage reimbursements for student teacher supervisors.
5. Provided on-campus access to fingerprinting services.
6. Participated as a presenter for on-campus career development days, graduate school recruitment, and faculty meetings.
7. The officer attended the NYSATE/NYACTE conference and pre-conference in April at Saratoga Springs, NY. The theme of the conference was “accountability”. The all day pre-conference workshop on the utilization of the new TEACH system was presented by the staff of the NY State Office of Teaching Initiatives. A serious, long term technical glitch that BSC had experienced with the Inventory of Registered Programs (IRP) and the TEACH System was finally corrected that day through the officers contact with the programmers who presented the workshop.

Statistics:

1. Recommendations for Certifications:

- Total 583

Informational Seminars

- 2 Large Group (aprox. 50 students) - Bulger Auditorium
 - All departments – pre-graduation
 - EXE – ERR pre-graduation
- 10 Small Group (aprox. 20 students) - classrooms
 - English pre-graduation and pre-student teaching
 - Social Studies pre-graduation and pre-student teaching

Handbooks

- 150 - Student Teacher
- 50 - Cooperating Teacher
- 50 - Student Teacher Placement Directories

Phone Calls

- 30 / Day
- 645 / Month

Appointments

- 12 / Week
- 50 / Month

Walk-ins

- 25 / Week
- 107 / Month

2. Verification of Program Completers

- Total 117

3. **Cooperating Teacher Stipends / Waivers**

Stipends (@ \$200)

- Total 1129
- Total \$ 225,800

Tuition Waivers (@ \$250)

- Total 41
- Total \$ 10,250

4. **Travel / Mileage**

- Total 440 Claims
(pd to) 69 People
- Total \$ 27,127.20

5. **Fingerprinting** Fall and Spring semesters

- Total 175 students