

FAQ #1: What happens when an Intern is Uncertified?

- Most uncertified hires have a “Teacher Certification Action Plan” or “TCAP”
- Most uncertified hires are in PeopleSoft as “Contract Substitute” (code “REGS or “REGU”)
- Office of Human Capital’s Director of Staff & Educator Effectiveness [Kara Reidy-Vedder](#)
- [Tuition Reimbursement](#) only through December 2023 toward “Initial Certificate.” TR will continue to be available toward “Professional Certificate.”
- Info at CIT Website: www.rcsdk12.org/CIT/Certification

Rochester City School District
Office of Human Capital

The Rochester City School District is prohibited by law from continuing the employment of an educational professional who does not hold a valid teaching certificate. On or before June 30, 2023, you must provide the Office of Human Capital documentation that you hold a valid teaching certificate authorizing you to work in your current subject/area of assignment. Once you have provided us with documentation of valid NYS teaching certification, your probationary period will begin. This Teacher Certification Action Plan (TCAP) will help ensure you are informed and strategic as you pursue certification in your tenure area. This plan outlines the requirements that must be completed for you to obtain New York State Teaching certification.

Employee Information:
Employee Name: _____ Employee ID Number: _____
Title/Location: _____ Grade Level: _____
CIT Mentor (if applicable): _____

Certification Review Meetings:
Initial Meeting: _____ (Date) _____ (Certification Specialist Signature) (Date)
Check-In Meeting: _____ (Employee Signature) (Date) _____ (Certification Specialist Signature) (Date)
Check-In Meeting: _____ (Employee Signature) (Date) _____ (Certification Specialist Signature) (Date)
Check-In Meeting: _____ (Employee Signature) (Date) _____ (Certification Specialist Signature) (Date)
Check-In Meeting: _____ (Employee Signature) (Date) _____ (Certification Specialist Signature) (Date)
Check-In Meeting: _____ (Employee Signature) (Date) _____ (Certification Specialist Signature) (Date)
Completion Meeting: _____ (Employee Signature) (Date) _____ (Certification Specialist Signature) (Date)

Rochester City School District
Office of Human Capital

Task	REQUIRED FOR CERTIFICATE	PROJECTED COMPLETION DATE	DATE COMPLETED	Done	Initials
ENROLL IN TEACHER CERTIFICATION PROGRAM	<input type="checkbox"/>			<input type="checkbox"/>	
REGISTER IN TEACH	<input type="checkbox"/>			<input type="checkbox"/>	
DETERMINE PATHWAY	<input type="checkbox"/>			<input type="checkbox"/>	
EDUCATING ALL STUDENTS (BAS) TEST	<input type="checkbox"/>			<input type="checkbox"/>	
CONTENT SPECIALTY TEST	<input type="checkbox"/>			<input type="checkbox"/>	
CHILD ABUSE CERTIFICATION WORKSHOP	<input type="checkbox"/>			<input type="checkbox"/>	
SCHOOL VIOLENCE INTERVENTION AND PREVENTION WORKSHOP	<input type="checkbox"/>			<input type="checkbox"/>	
DIGNITY FOR ALL STUDENTS ACT (GASA) WORKSHOP	<input type="checkbox"/>			<input type="checkbox"/>	
SUBMIT OFFICIAL TRANSCRIPTS	<input type="checkbox"/>			<input type="checkbox"/>	
APPLY FOR CERTIFICATION IN TEACH	<input type="checkbox"/>			<input type="checkbox"/>	
PAY ALL REQUIRED FEES	<input type="checkbox"/>			<input type="checkbox"/>	
OTHER:	<input type="checkbox"/>			<input type="checkbox"/>	

(Employee Signature) (Date) _____ (Certification Specialist Signature) (Date)

“CIT Intern” or “PS Uncertified?”

Certified or Almost Certified	Won't be Certified by Sept 2024
<p>“Intern” Support</p> <ul style="list-style-type: none">• Intern Status Reports & Intern Final Report	<p>“PS Uncertified” or “PS Per Diem”</p> <ul style="list-style-type: none">• Intake Form & Semester Reports (January, June)
<ul style="list-style-type: none">• Comprehensive formative feedback	<ul style="list-style-type: none">• Address Immediate Needs• Support (Time) same as Intern.
<ul style="list-style-type: none">• Support with completing Certification process (if needed)	<ul style="list-style-type: none">• Support with Certification process.
<ul style="list-style-type: none">• Monthly Admin Contact	<ul style="list-style-type: none">• Monthly Admin Contact (same as CIT Intern)
DEFAULT to CIT Intern to start	

Other Significant Info

- Teacher Evaluation
 - Should be completed by Supervisor
 - Important for reducing Probationary Period once certified
- What happens in June?
 - Goal is to support, grow, and retain promising teachers.
 - TCAPs for Contract Subs revisited in June before rehiring
- CIT Office will check in with mentors supporting “uncertified” folks in a few weeks to confirm status.

www.rcsdk12.org/CIT/Certification