

# NYC Teaching Fellows 2017 ONBOARDING GUIDE



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## Onboarding to the NYC Teaching Fellows Program

NYC Teaching Fellows are transforming educational opportunities for the city's highest-need students. Our impact grows each year as more exceptional teachers start their careers with our program, and we are excited to support you as you approach the start of pre-service training (PST). As a Fellow, you are joining a network of **over 10,000 teachers** across the five boroughs who are using their skills and helping over 100,000 students reach their potential.

These next few months are the beginning of what we know will be a fulfilling and inspiring journey, which will shape not only your personal and professional life but also the lives of students you will have the privilege of learning from and teaching. As part of this journey, you will need to complete a number of important requirements in order to be eligible to start training, enroll at your university, and begin teaching in the fall. While there is a lot to do, completing these requirements is critical step in your journey toward becoming a teacher. As a program, we will work with you to ensure you stay organized and up-to-date on all requirements to start your career as a teacher in the NYC Department of Education.

Upon enrollment, you will receive a number of guides from our program including:

- ✓ The Welcome Guide, which outlines your enrollment process and previews the Fellow experience
- ✓ The Testing Guide which walks you through your certification and testing requirements
- ✓ The Hiring Support Guide which shares more information about the hiring process and finding a position that is right for you

### **This Onboarding guide will set you up to:**

- ✓ Enroll at your university to begin your master's degree program
- ✓ Prepare to participate in summer pre-service training
- ✓ Meet all requirements to become an employee of the NYC Department of Education (NYCDOE)

While this guide is a resource to support your onboarding process, your Teacher Track and MyPortal accounts are the best way for you to stay informed about upcoming deadlines and any updates we may have. We advise paying close attention to the Checklist on your Teacher Track account to track your progress towards upcoming deadlines. More details about how to access and use your Checklist are included later in this guide.

All of us at NYCTF are invested in your growth and success. We hope this guide, as well as other notifications and updates from our office throughout the season, provide you with the resources and information you need to complete your onboarding and prepare for the start of pre-service training.

If you have any questions about the information in this guide, please do not hesitate to reach out. We can be reached at 718-935-4147 (Monday-Friday 3:00 PM – 5:00 PM EST) or via our [contact form](#). Please note that we will respond to all messages within 1-2 business days.

## NYS Certification: Your Pathway to Becoming a Certified Teacher

As previewed in the [Testing Guide](#), you will work with our office, the New York State Education Department and your university to receive certification to teach in NY State. Certification in NY State involves a number of steps throughout your first few years as a teacher, of which your certification exams are a crucial component. To be eligible to enter the classroom this fall, you will need to complete a series of important steps before you can begin PST.

- 1** **By May 23, 2017:** Take your CST exam. For more information about which CST exam to take, please review your [testing guide](#).
- 2** **By June 1, 2017:** Complete the SAVE and Mandated Reporter online coursework through your [MyPortal](#) account (More information on page 8). Upon successful completion of all coursework, NYCTF will issue certificates that you will submit to NY State when applying for certification.
- 3** **In June 2017:** Create a TEACH account by visiting the NYS Education Department [website](#). You will need this account to apply for your Transitional B Certificate later in the summer. More information about applying for a Transitional B Certificate will be provided by your university upon enrollment.
- 4** **By June 20, 2017:** Take your EAS certification exam.
- 5** **In July 2017:** Apply for your Transitional B Certificate through your TEACH Account. The cost for this application is \$50. More information about how to apply will be provided by your university once you enroll.
- 6** **By August 23, 2017:** Receive passing scores for all certification exams related to your grade level and content area. Once you complete all requirements, your university will recommend you to NY State for certification. Please note, your Transitional B Certificate will not be issued by the State until passing scores on each exam are received.

Once you have completed all requirements and submitted documentation to New York State, you will be issued a Transitional B Certificate. This certificate enables you to teach as a full-time appointed teacher while completing your master's degree, and is valid for up to three years as long as you remain in good standing with the program.

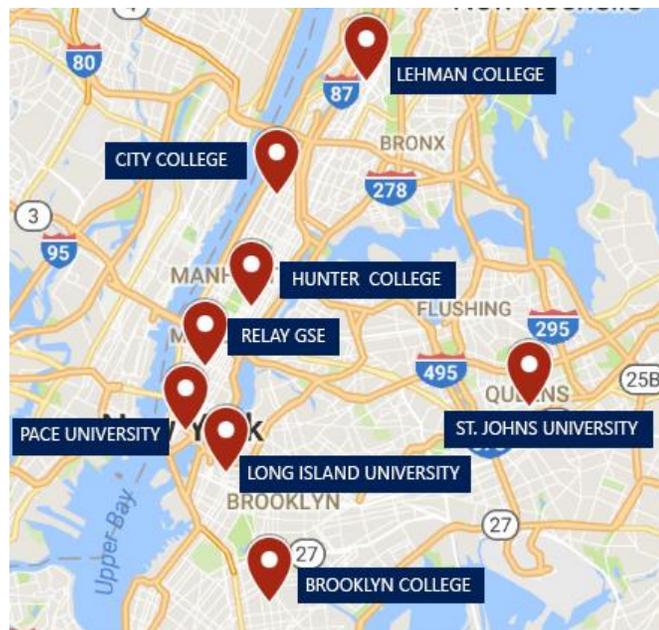
## Preparing for University Assignments and Enrollment

### Overview of Coursework

Great teachers are life-long learners, constantly finding new ways to reach their students. As a Teaching Fellow, you'll pair your practice in the classroom with subsidized university-based training to become an effective teacher who can make a difference in the lives of students. Based on your subject area, you will complete coursework that is specialized to meet New York State requirements for certification in the subject you were assigned to teach.

You should expect to receive your university placement in mid-May as we only make university assignments after enrollment closes for the Summer 2017 program. Since each university partner offers certification programs in a couple of subject areas, you will be assigned to the university that is the best fit for you given the available programs for your subject area, your home address, and the needs of the cohort as a whole. Most Fellows travel between 1-1.5 hours each way to attend university coursework. If you are assigned to the Bronx Cohort, your university location will be a feasible commute from the Bronx.

When you receive your university placement, you will also receive a university profile that will include details about your specific master's degree program and instructions on how to enroll. As indicated on the map on the right, our university partners for 2017 are Brooklyn College, City College, Lehman College, Long Island University, Hunter College, St. John's University, Relay Graduate School of Education and Pace University. Each university partner typically offers between three and five subject area programs.



### Schedule

- ✓ University coursework for most subject areas begins on **June 20, 2017** and continues through late July/early August.
  - ✓ If you have been selected into a Math Immersion or Science Immersion program, your coursework will begin on **June 5, 2017**. District 75 Fellows will begin subject specific supplemental trainings on **June 12, 2017**.

## Preparing for the University Admissions Process

Additionally, given that the admissions process happens quickly in the spring, we have provided the following guidance to help you prepare as part of your onboarding to the NYC Teaching Fellows. By having the following documents readily available, you can expect a smoother enrollment process once you receive your final university placement.



**Two copies of your official university transcript(s):** Your assigned university will need to see proof of degree conferral on an official transcript. Please order copies of two transcripts directly to your home address by **May 5, 2017**. Please do not send your transcripts to the NYCTF office as we are not able to process or pass these along to universities. If you are currently completing a degree, please wait until your degree has been conferred before ordering official transcripts.



**Proof of degree conferral:** To be eligible to be assigned to a master's program, we also require proof that your bachelor's degree has been conferred. Please upload a copy of your transcript (official or unofficial) that includes the date your degree was awarded or a copy of your diploma to your Checklist on Teacher Track upon enrollment.



**Immunization Records:** All university partners require proof of immunization from all students. We advise that you update and obtain these records to have ready for your university enrollment in May. Please note that if you were born prior to December 31, 1956, you will not need to submit proof of immunization.



**GRE General Test:** If you received your offer to join NYC Teaching Fellows before April 18, you must take the GRE by **May 1, 2017** in order to be eligible for the master's degree program at one of our university partners. If you received your offer to join NYC Teaching Fellows program after April 18, we have worked with universities to extend your deadline to take the GRE to **May 12, 2017**.

It is your university, not the NYC Teaching Fellows program, that will recommend you to NY State for certification. Therefore, during enrollment and the course of your master's degree studies, you must meet the academic standards and requirements set by your university. If you do not meet these standards, your status as a NYC Teaching Fellow and your Transitional B certification will be in jeopardy.

## Anticipated University Fees & Financial Responsibilities

As previewed on page 14 of your [Welcome Guide](#), your master's degree is partially subsidized by the NYC Department of Education. However, you will be responsible for the following fees:

- ✓ Any costs related to passing the required teaching certification exams (EAS, CST).
- ✓ Any costs related to purchasing text books and course-related readings.
- ✓ A \$50 fee to New York State for each Transitional B certification (and extension, if applicable).
- ✓ A \$205 fee for registering for the [GRE](#). Before you register, we encourage you to learn about the [GRE Fee Reduction Program](#) to find out if you qualify for a fee reduction voucher or certificate.
- ✓ A \$50-\$100 fee to take the [DASA workshop](#), required for Transitional B certification. This will be offered by your university upon enrollment.
- ✓ Your tuition contribution is deducted from each DOE paycheck in 44 equal installments starting October 2017. Citywide Cohort Fellows will be responsible for \$11,500 toward the cost of their master's degree and Bronx Cohort Fellows will receive further subsidies and be responsible for \$9,000 towards the degree.

We recognize that there are a number of expenses related to certification, and making the transition into the classroom requires careful and proactive financial planning. We have therefore put together a budgeting tool to help you better understand what your finances might look like over the summer. In this tool, we have included many related expenses included PST materials, certification and test fees as well as travel costs, and we encourage you to input additional costs and sources of income/savings under the savings and expenses fields to carefully track your expenses and income. This tool is designed to assist you this summer as you transition into your role as a full-time teacher and should not serve as your only resources for budgeting and financial planning. We have uploaded a copy of the budgeting tool to your MyPortal account and you will also find it attached in the message you received with this guide.



## Preparing for Pre-Service Training: Pre-Work

Prior to the start of pre-service training, you will participate in online coursework so that you can hit the ground running when training begins. This coursework will help you build your understanding of foundational practices. Fellows also find this coursework helpful in preparing for some certification exams.

**It is critical for you to complete your training pre-work by the deadlines below in order to be prepared to begin raising student achievement in summer school classrooms during pre-service training.**

Course	Description	Planning your time
<b>NYCTF Enrollment Online Course</b>	This course will ensure you understand our vision of excellent, rigorous instruction that will set students on the path to college and career readiness. Through videos, readings, practice activities and discussion boards, this course will prepare you to have knowledge of these subjects for your certification exams as well as jump straight into practice when you arrive at pre-service training in June.	Expect to spend 15-20 hours completing the course. You do not need to complete the course in one sitting, and you may save portions and continue at your convenience.  <b>Upload your certificate of completion for this course to Teacher Track by June 1, 11:59pm.</b>
<b>Special Education Online Course</b>	New York City classrooms are some of the most diverse in the country and, regardless of grade level or subject area, you will have students with special needs in your classroom. As their teacher, you will be responsible for ensuring they make rigorous, academic gains in your classroom. This course introduces you to the key policies, legislation, and resources you will need to be familiar with in order to support all of your students this summer and beyond.	Expect to spend 10-12 hours completing this course. You do not need to complete the course in one sitting, and you may save portions and continue at your convenience.  <b>Upload your certificate of completion for this course to Teacher Track by June 1, 11:59pm.</b>
<b>Mandated Reporter / SAVE Online Courses (Required for Certification in NY State)</b>	As a teacher in New York City, you will have the legal responsibility to maintain the safety of your students. The NY State online certification SAVE and Mandated Reporter Trainings will prepare you to understand this responsibility. It is required that complete these courses in advance of pre-service training in order to apply for the Transitional B Certificate.	Expect to spend about 6-8 hours completing these courses.  If you previously completed these courses with a different provider, you do not need to re-take these but can instead upload a signed certificate of completion to your Teacher Track Checklist.  <b>Upload your certificate of completion for each course to Teacher Track by 11:59pm on June 1.</b>

### Your next steps for completing your online coursework.

- ✓ As previewed in the Testing Guide, all online coursework is available on your MyPortal account. Your login and password information is provided in an email sent to your Teacher Track Message Center.
- ✓ Once you complete your online coursework, please save and keep workshop certificates for your records. You will need to upload these certificates to your [Checklist](#) as proof of completion by **June 1, 2017**. For more information on using your Checklist, see page 18 of this guide.

### Reading *Teach Like a Champion 2.0*

Alongside your coursework, you will be asked to read "*Teach Like a Champion 2.0: 62 Techniques That Put Students on the Path to College*" by Doug Lemov. Copies are currently available free of cost at our office at 65 Court Street, Room 324, in Brooklyn, for pick up. Please stop by between **2 p.m. and 5 p.m. (Monday-Friday) to pick up a copy**; You will need a valid ID to enter the building. If you prefer, you may order yourself a copy online but please note you will be responsible for the cost.



## Pre-Service Training (PST)

Before training starts in June, you will receive a PST Handbook with detailed information about the structure, goals and curriculum during PST. To help you better understand what you can expect during PST, we wanted to offer a comprehensive preview of our training program in this guide including further information about your schedule and the key components of our training model.

### Components of PST

Your time during PST will be divided into three components: **Field Experience, Skill-Building Sessions, and university coursework.**

#### Skill-Building Sessions

During Skill-Building Sessions, you will observe and practice prioritized instructional and classroom management techniques proven to help new teachers succeed. Led by NYCTF Lead Instructors, our Skill-Building Sessions are grounded in the belief that our students deserve access to equitable teaching. During these sessions, you will analyze how to effectively apply the techniques and then rehearse them with peers, receiving real-time feedback on your work. You will also learn to design rigorous lessons and clearly communicate academic material with students.

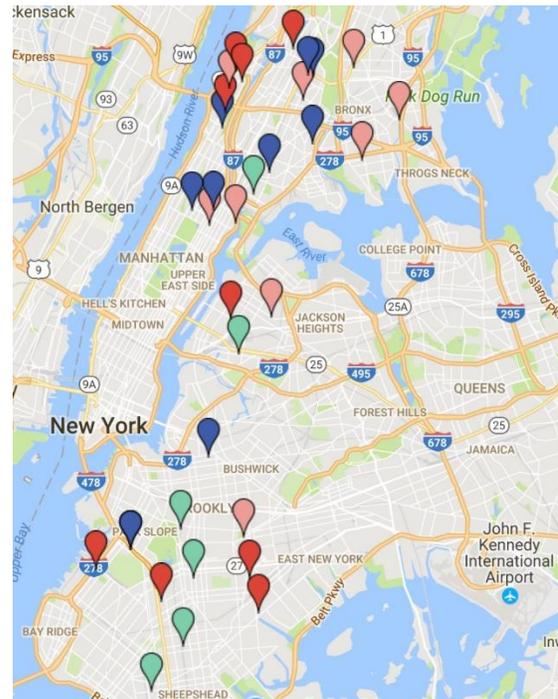


## Field Experience

Field Experience is an opportunity for you to practice newly acquired skills in a real-world setting – teaching students in a New York City public summer school. Together with other Fellows, experienced NYC teachers, and trained NYCTF staff, you will be responsible for supporting the academic growth of NYC summer school students, leading instruction from day one.

Field Experience takes place at Training Academies, which are high-need schools offering summer school to students. Throughout your time at your Training Academy, you will also be supported by an NYCTF Coach. Coaches are veteran teachers with a track record of improving student achievement. Coaches will generally observe you twice per week and provide constructive feedback on your teaching practice which you will be expected to implement immediately. You will also spend time lesson planning, rehearsing lessons and having feedback conversations with staff at your Training Academy.

## 2016 Training Academy Locations



Some things to note about Training Academy locations and assignments:

- ✓ Training Academy assignments align with NYCTF's goal of placing Fellows in schools where they are needed the most. The map above indicates our Training Academy locations last summer.
- ✓ As you can see from the 2016 Training Academy map above, summer schools are typically in the Bronx or Brooklyn, though locations vary from year-to-year.
- ✓ Most Fellows in the Bronx Cohort will be assigned to a Training Academy in the Bronx.
- ✓ Training Academy assignments will be sent out during the last week of June. They are based on final summer school rosters which are often not determined until the last week of June when principals and administrators identify all students who will need to attend summer school.
- ✓ When preparing for your summer school placement, we recommend building in additional time for travel, as the majority of Fellows travel 1.5 hours to get to their Training Academy each morning. While this can be challenging, we appreciate your flexibility and commitment to NYC students.

## University Coursework

In addition to the primary training components listed above, you will begin your master's degree coursework. Information about your university schedule and/or coursework will be provided once you are assigned to a university program.

## PST Logistics and Schedule

At this point you might be wondering how all of these components fit together. PST is a full-time commitment, running from approximately 7:00 AM to 7:00 PM Monday through Friday. Because our training program is concentrated into a just few weeks, it is critical that Fellows are present and participating fully every day. And while individual pre-service training schedules will vary based on your subject area, we've provided an outline so you can know what to expect and plan accordingly.

### Weeks 1 - 2: Welcoming Event, Skill-Building Sessions and University Coursework

- ✓ On **Thursday, June 15\***, you will begin your PST commitment starting with a Welcoming Event for all Fellows. The Summer 2017 Welcoming Event will take place at King's Theatre (1027 Flatbush Ave, Brooklyn, NY 11226) from 1:45 p.m. to 4 p.m.
- ✓ Starting on **Monday June 19**, you will split time between **university coursework and Skill-Building Sessions**. University coursework will be held in the mornings and early afternoons, and Skill-Building Sessions will be held sometime between 4:00 PM -7:00 PM and will take place at or near your university. We will share your group, Lead Instructor and room number the week before PST begins.

*\* Math Immersion and Science Immersion Fellows begin university coursework on Monday, June 5, 2017, while District 75 Fellows will begin subject specific supplemental trainings on Monday, June 12, 2017.*

### Week 3 – Week 7: Report to your Training Academy and continue university coursework

- ✓ Once **Field Experience** begins on **July 3, 2017**, you will report to your Training Academy each morning along with a group of your peers. At your site, you will be responsible for planning and teaching lessons every day, receiving and implementing feedback from a Coach on your teaching practice, and participating in activities to prepare for upcoming lessons. As mentioned above, **you can expect to receive your Field Experience location in the last week of June.**
- ✓ You will continue to attend daily **Skill-Building Sessions** each afternoon. Skill-building Sessions are taught by a Lead Instructor, who will model teaching skills and provide specific, direct feedback to help you improve in the moment.
- ✓ In the evening, you will attend additional **university coursework** – schedules may vary depending on your program and course of study.
- ✓ In addition to teaching, coaching conversations, and Skill-Building Sessions, you can expect to spend additional time working on lesson plans, attending hiring fairs, and participating in workshops to prepare for raising student achievement in the fall.

## NYCTF Culture Tenets

Becoming a successful educator not only requires a pedagogical skill-set resulting in rigorous and engaging lessons, which PST is designed to help you develop, but also the mindsets and values that will motivate you to persevere through challenging times, create inclusive classrooms for all students, and continually reflect on your own practice.

With that in mind, we strive to continually embody our NYCTF Culture Tenets – TEACH.

<b>TENACIOUS</b>	We believe in educational equity for all students and work tirelessly to achieve it through practice, reflection, and implementation. We work hard to propel students to success and establish a classroom environment that both reflects our students’ identities and exposes them to new opportunities. We also know that challenges can – and will – arise. These challenges are not insurmountable obstacles, but rather opportunities for us to examine our practice and become stronger educators.
<b>EXCITED BY GROWTH</b>	Whether referring to our students or ourselves, we know that intelligence and talent are not fixed assets but rather traits that can grow through hard work and reflection. We reflect on both the immediate outcomes of a lesson and the long-term process of our relationships with our students. Our training sets a high bar because we know that teacher quality is the most important factor in raising student achievement.
<b>AGILE</b>	There is no room for stagnancy in education. Reflection is not just a daily part of our work, but rather a continuous process that causes us to act and react quickly and nimbly to better meet the needs of our students. We plan, we practice, we assess, we adjust, and we start the cycle again knowing that students benefit from our agility.
<b>CENTERED ON STUDENTS</b>	Because students are at the center of our work, it is vital we take time to hear and use their stories in the decisions we make. In the face of challenges, we do what it takes to ensure our students have access to a rigorous and joyous education. We engage colleagues, parents, families, and communities to make this possible every day.
<b>HOPEFUL</b>	No matter the school or the setting, we find hope in the strengths of our students and their communities and seek to focus on the positive aspects of the individuals and situations before us. Our students deserve educators who consistently believe in their potential and are committed to turning our greatest hope – that all students will be college and career ready – into a reality.

## Becoming an Employee of the NYCDOE

As a Fellow, you will spend the summer interviewing for and securing a full-time teaching position at a NYCDOE school. To help facilitate your onboarding process with the NYC Department of Education we have outlined some critical first steps for you:

1

### **Submit eligibility verification documents via your Checklist**

To verify that you are eligible to be hired by the NYC Department of Education, you must submit proof of eligibility to our office upon enrollment. Please upload one of the following documents to your Checklist on Teacher Track within three weeks of accepting your offer to join NYCTF. More information about your Checklist and how to upload documents can we found on page 28 of this guide.

- ✓ Valid U.S. passport issued to the individual as a U.S. citizen
- ✓ Birth Certificate issued by a state, county, municipal authority or outlying territory of the United States bearing an official seal + a valid driver's license
- ✓ Valid Employment Authorization Document Card (Containing a photograph)
- ✓ INS Certification of Citizenship (INS Form N-560 or N-561)
- ✓ INS Certificate of Naturalization (INS Form N-550 or N-570)
- ✓ U.S Dept. of State Form FS-240, Report of Birth Abroad of a Citizen of the United States
- ✓ Alien Registration Receipt Card (INS Form I-5510)
- ✓ Valid Green Card

2

### **Complete and submit electronic documents via Applicant Gateway, get fingerprinted and clear a background check**

All teachers are required to pass a background check and receive security clearance to enter a NYC public school and work with students. Therefore, you must be fingerprinted and pass this clearance process to begin field training at a summer school site. More information about fingerprinting and how to start the process can found [here](#).

3

### **Secure a full-time teaching position and complete necessary steps to finalize on payroll.**

## Support within the NYC Department of Education

As you begin your school year, you may experience issues that cannot be handled through the Fellows office. And while we're always happy to help you identify who to talk to, or work out next steps in the event that something comes up, you may save time by contacting the correct office directly.

Who to Contact	For Questions About ...	Contact Information
<b>NYCTF Office</b>	<ul style="list-style-type: none"> <li>• Job search guidance (writing a resume, writing a demo lesson, preparing for job interviews)</li> <li>• University placements</li> <li>• Summer training logistics (Training Academy placement, training session sites, scheduling, and stipends)</li> <li>• Summer training performance (coaching, support, and teaching resources)</li> <li>• General questions about your standing with the NYC Teaching Fellows program</li> </ul>	During Phone Hours or via our <a href="#">Contact Form</a>
<b>NYCDOE HR Connect</b>	<ul style="list-style-type: none"> <li>• Benefits</li> <li>• Salary differentials (adjusted salary based on advanced degrees)</li> <li>• Vacation and leave</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">HR Connect Website</a></li> <li>• <a href="#">Salary Differentials</a>,</li> <li>• <a href="#">Health Benefits</a>,</li> <li>• <a href="#">Employee/Medical Leave</a></li> </ul>
<b>School/Hiring Representative</b>	<ul style="list-style-type: none"> <li>• Completing your Hiring Commitment Form</li> <li>• Getting placed on payroll and finalizing your hire</li> </ul>	

## Opportunities to Build Your Network

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As a Fellow who has recently enrolled in our program, you may have several questions about your new journey. Therefore, we offer several different opportunities and suggestions for Fellows to connect with one another prior to the start of PST.

### Accepted Applicant Events

Accepted Applicant Events and webinars will provide you with an opportunity to meet other newly enrolled Fellows and hear from veteran Fellows about their experiences as teachers. Participation in these events is optional, but you will receive valuable insight into the role of a NYC Teaching Fellow and teaching in the NYCDOE. These events are a source of information and inspiration for many enrollees and if you have not already done so, we encourage you to participate in an upcoming webinar or in-person event. Please check your Events tab in Teacher Track for a list of upcoming events.

### Facebook Group

Our Facebook group serves as an initial space for new Fellows to connect, ask questions, and share useful resources. We encourage you to utilize this group to meet other Fellows who may live near you, form study groups for testing, or reach out to other Fellows within your subject area. To join the Facebook group for Summer 2017 Fellows, please click [here](#) and click on "Request to join group." When joining the Facebook group, we expect all Fellows adhere to these [guidelines and terms of use](#). By joining the group, it is assumed that you have read and agree to abide by these guidelines.

### Newsletters: Fellow Blasts

As we approach pre-service training you will receive a monthly newsletter designed specifically for newly enrolled Fellows, known as the Fellow Blast. This will go directly to your email and will keep you updated on deadlines, provide articles related to education in New York, and share important information related to summer training. This newsletter will serve as an important mode of communication to receive programmatic updates, resources for your classroom and opportunities for your students, so please ensure that you read it carefully in the months leading up to the summer, and once you begin teaching in your classroom in the fall.

## Surveys

We believe that teachers can't improve unless they know what they could be doing better. Feedback is an important component of our training model, and your Coaches, Lead Instructors, Training Academy Directors and NYCTF staff will provide you with feedback to help you grow into an effective teacher. Similarly, at NYCTF, we highly value your feedback to help us grow and improve as a program. While we expect to hear from some of you over the phone or via the Contact Form, we would like to hear from each of you about your experience with the program. Therefore, throughout the summer and your first-year as a teacher, we will send surveys to hear more about your experience during enrollment, PST, at your university and at your school. It is extremely important that you take the time to complete these surveys so that we are better able to support you and make our program stronger for NYC students.

## School Visits

Visiting schools is a great way to gain exposure to high-need schools and their communities, experience different classroom environments, and observe teachers delivering rigorous academic content to students. School visits may also provide you with an opportunity to network with principals and learn more about their school culture. Fellows enrolled in the Bronx Cohort will have early access to formal school tours organized by NYCTF and the NYCDOE while all other Fellows will have the opportunity to connect with current Fellows to arrange a visit in April.



## Staying on Track: Your Teacher Track Checklist

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While this guide outlines your general next steps to complete the onboarding process, we appreciate that there are a lot of details to keep track of. Your [Teacher Track Checklist](#) is an important tool to help you track your onboarding progress. Your ability to begin training is contingent upon having an up-to-date Checklist and meeting all deadlines. It is critical that you update us as you finish each step by logging into your Checklist on Teacher Track and inputting information and uploading documentation where required so we can support your completion of these steps.

### Your Checklist is set up as follows:

- **Necessary Documentation:** Some checklist items will ask you to input information and upload supporting documentation while others will only require you to upload documents.
- **Self-Check vs. Non Self-Check:** You may check off certain items yourself, like reading [Teach Like a Champion 2.0](#) or ordering your official transcripts. These do not need to be reviewed by program staff, while many items, such as test results, require verification by program staff before they can be marked complete.
- **Due Dates:** Each checklist item has a due date marked to the right in blue. **Please take a moment to visit your [Checklist](#) and add upcoming deadlines into your calendar now, so that you can plan accordingly.**

Because our office will be reviewing thousands of documents before summer training, you should expect that it will take approximately 1-2 weeks for documents to be processed. Items in your Checklist are categorized as follows:

- **Incomplete:** *Action required.* Either documentation still needs to be uploaded, or the documentation you uploaded was not accepted.
- **Pending:** *No action required.* Waiting for verification from our team.
- **Complete:** *No action required.* This document has been processed and accepted.

## Checklist Items

Checklist Item	Due Date	Type
Review your NYCTF Onboarding and Testing Guides	Upon enrollment	Self-Check
Submit Eligibility Verification Documentation	Upon enrollment	Non Self-Check
Get Fingerprinted by the NYCDOE	Within six weeks of enrolling or by June 1, 2017 (whichever comes first)	Non Self-Check
Register for the GRE	April 26, 2017  <i>(If you received your offer to join NYC Teaching Fellows program after April 18, we have worked with universities to extend your deadline to take the GRE to May 12, 2017)</i>	Non Self-Check
Register for the necessary Content Specialty Test(s) (CST)	May 1, 2017	Non Self-Check
Order Your Official Transcripts	May 10, 2017	Self-Check
Order Immunization Records (Self-Check)	May 10, 2017	Self-Check
Register for the Educating All Students Exam (EAS)	June 1, 2017	Non Self-Check
Complete online Mandated Reporter NY State Certification Workshop	June 1, 2017	Non Self-Check
Complete online SAVE Online Workshop	June 1, 2017	Non Self-Check
Complete online NYCTF Enrollment Course	June 1, 2017	Non Self-Check
Complete online Special Education Course	June 1, 2017	Non Self-Check
Upload Proof of Degree Conferral	June 10, 2017	Non Self-Check
Read Teach Like a Champion 2.0 (Self-Check)	June 15, 2017	Self-Check
Read PST Handbook Document shared in May)	June 15, 2017	Self-Check
Attend a PST Webinar	June 15, 2017	Self-Check
Submit your Hiring Commitment Form	Upon accepting a position at a school	Non Self-Check
Upload Results for the CST exam	August 23, 2017	Non Self-Check
Upload Results for the EAS exam	August 23, 2017	Non Self-Check

## Uploading Tips & Guidance

Here are some quick tips and information to keep in mind when uploading documents to your Checklist:

- **Use a smartphone to take pictures of documents.** You can take a picture of a paper document and upload it, so long as the resolution of the picture is high. Look at the picture – if you can read the words on the paper, we will be able to as well, and you can upload it.
- **Use a screenshot to capture electronic information.** If you get an email with confirmation of your testing date and want to upload it as part of a checklist requirement, you can take a screenshot of the email, save it as a picture, and upload that picture to your checklist item. Instructions for how to take a screenshot can we found [here](#).
- **Check the document extension.** Your document must be saved as one of these types of documents: .doc, .docx, PDF, .TXT, or .jpeg. If it is not formatted and saved as one of these files, we will not be able to open it.
- **Complete each step of the upload process.**
  1. Click on the checklist item for which you would like to upload and click 'Manage Uploads'.
  2. Click 'Choose Files,' then select the file to upload and click 'Open'.
  3. Click 'Save', and then 'Submit' this document to upload. Please note, if you only save and do not submit, it will appear as incomplete to program staff.

The image shows two screenshots of the NYC Teaching Fellows Checklist interface. The top screenshot displays a list of checklist items under the 'Checklist' tab. The items are: 'ASAP - Register for the Multi-Subject Content Specialty Test(s) (CST) (002)' (incomplete, due April 24, 2015), 'Register for your CST' (incomplete), and another 'Register for your CST' (incomplete). The bottom screenshot shows a detailed view of the 'ASAP - Register for the Multi-Subject Content Specialty Test(s) (CST) (002)' item. It includes a note: 'NOTE: In order to move an item to Pending status you need to click "Submit", not "Save".' Below the note, there is a section titled 'Upload Documents' with a 'Manage Uploads' button and a message that says 'No files attached'.

## Teacher Track versus MyPortal

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We recognize that you will use a number of portals and systems during enrollment, PST and your first few years as a teacher in the NYCDOE. We have tried to clarify what each system is used for, and how to differentiate between them.

While your [Teach Track Checklist](#) is your primary tool to inform us of your progress with each Checklist item, we encourage you to frequently check your [MyPortal](#) account for the latest test prep, enrollment and hiring resources and announcements. You can also use the calendar on MyPortal to track upcoming deadlines and key dates including the PST schedule. You will also complete all online coursework prior to and during PST on MyPortal. However, after completing your coursework, you will need to download certificates of completion and then upload them to your Teacher Track Checklist.

Additionally, we will use Teacher Track to send updates and important information relevant to training, testing, and your university as soon as it is available. We will also post resources and announcements on your MyPortal account and we encourage you to check both portals frequently to remain aware of any changes and additional resources.

Your login credentials for MyPortal will be sent directly to your Message Center in Teacher Track. If you do not receive your MyPortal credentials within one week of enrolling into the program, please contact the NYCTF office.

Please note that as a NYC Teaching Fellow, you will also receive a login and password for the NYC Department of Education's (NYCDOE) new applicant portal, *Applicant Gateway*. This system is not connected to MyPortal or Teacher Track, but you are required to log-in and complete all necessary forms to begin your fingerprinting process for the NYCDOE. For more information on fingerprinting and security clearance, please click [here](#).

## Review: The Enrollment Process

1

### Complete all requirements for Transitional B certification with NY State

To apply for a Transitional B Certificate you will need to complete the following:

- Register for and pass all certification exams required for your subject area and grade level
- Complete the SAVE and Mandated Reporter online courses (on MyPortal)
- Complete the DASA workshop offered by your university

2

### Finish your online coursework

These courses (Enrollment and SPED) will be available in March 2017 via My Portal, our online education platform. Please log in to your MyPortal account for access to your online coursework.

3

### Provide additional documents via your Checklist to finalize your enrollment

These include but are not limited to:

- Proof of degree conferral
- I-9 employment eligibility documents

4

### Get fingerprinted and complete a background check

For more information refer to page 14.

5

### Enroll into your university

Coursework will begin in June 2017. To speed up the enrollment process, we recommend completing the following prior to receiving your final placement:

- Order two copies of your official transcripts
- Gather all immunization records
- Take the GRE General Test

6

### Read the Testing, Hiring Support, and PST Handbook, and attend NYCTF webinars

- The Hiring Support Guide, which details the job search process, and the Testing Guide, which outlines the Testing and Certification process, are available in MyPortal. You will also be invited to a series of workshops and webinars to support you with your job search
- The PST Handbook, shared in June, will provide you with all the information about pre-service training that you need in order to prepare.