



# Regulation of the Chancellor

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Category: PEDAGOGICAL PERSONNEL

Number: C-240

Subject: TEACHER LICENSE REQUIREMENTS

Issued: 09/05/00

## SUMMARY OF CHANGES

This regulation supersedes and replaces C-240 - dated 5/15/91

It incorporates and replaces:

C-245	dated 5/15/91
C-250	dated 5/15/91
C-255	dated 5/15/91
C-260	dated 5/15/91
C-261	dated 5/15/91
C-265	dated 6/25/92
C-280	dated 5/15/91
C-284	dated 1/27/92

The regulation sets forth the requirements for non-supervisory licenses.



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**Incorporates C-240, C-245, C-250, C-255, C-260, C-261, C-265, C-280 and C-284**

## SUMMARY AND CONTENTS

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### **A. Pre-Kindergarten and Elementary School Teacher**

#### **1. Applicability of Regulation**

This section covers the following licenses:

- Teacher of Early Childhood Classes - (Grades Pre-Kindergarten - 2)
- Bilingual Teacher of Early Childhood Classes - (Grades Pre-Kindergarten - 2)
- Teacher of Common Branch Subjects - (Grades 1 - 6)
- Bilingual Teacher of Common Branch Subjects - (Grades 1 - 6)

#### **2. Preparation Required for Conditional Licensure**

By the close of the application period or as otherwise stipulated in accordance with Regulation C-205:

- a. applicants must possess a New York State Permanent Certificate, Provisional Certificate or Certificate of Qualification valid under Commissioner's Regulation 80.15 for teaching in the early childhood and upper elementary grades (N-6) or teaching in the early childhood and upper elementary grades and an academic subject in the early secondary grades (N-9); and
- b. for the bilingual licenses, a New York State certificate or statement of continued eligibility valid under Commissioner's Regulation 80.9 for teaching bilingual education in the field and language specialty of the license.



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### 3. Preparation Required for Full Licensure

- a. Applicants must possess the corresponding New York State Permanent Certificate no later than the date by which their New York State Provisional Certificate expires; and
- b. Within two years of the date of appointment, applicants must have completed:
  - (1) 6 semester hours of collegiate study of approaches to the teaching of special education children, including the characteristics and problems of these children and the ways of meeting their special needs. In lieu of 3 semester hours of the specified 6 semester hours in special education, an applicant may offer in-service course work in special education designated for this purpose by the Executive Director of the Division of Human Resources. Such in-service course work must supplement or be in addition to the preparation for State certification.
  - (2) 2 semester hours of collegiate study in human relations in courses specifically approved for this purpose by the Executive Director of the Division of Human Resources, or 2 semester hours of in-service course work in human relations in courses specifically approved for this purpose by the Executive Director of the Division of Human Resources. Such in-service course work must supplement or be in addition to the preparation for State certification.

### B. Reading Teacher

#### 1. Applicability of Regulation

This section covers the license of Teacher of Reading in Day Schools

#### 2. Preparation Required for Conditional Licensure

By the close of the application period or as otherwise stipulated in accordance with Regulation C-205, applicants must possess a New York State Permanent Certificate, Provisional Certificate, Certificate of Qualification, or a statement of continued eligibility valid under Commissioner's Regulation 80.7 for reading teacher.

#### 3. Preparation Required for Full Licensure

Same as section A.3. (page 2).



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## 4. Scope of the License

Possession of a license as Teacher of Reading is required for appointment to any such position. In other cases, possession of the license or a New York State Certificate as Reading Teacher is required for assignment to more than one class period daily to provide specialized instruction in all major phases of reading to supplement the regular classroom program. Neither license nor certification in reading is required for instruction in developmental reading provided as part of their regular instructional responsibilities by early childhood and common branches teachers in elementary schools, teachers of English in intermediate, junior high and high schools, and special education teachers.

## C. Teacher of English as a Second Language

### 1. Applicability of Regulation

This section covers the following licenses:

- Teacher of English as a Second Language in Elementary Schools
- Teacher of English as a Second Language in Secondary Schools
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### 2. Preparation Required for Conditional Licensure

By the close of the application period or as otherwise stipulated in accordance with Regulation C-205, applicants must possess a New York State Permanent Certificate, Provisional Certificate or Certificate of Qualification valid under Commissioner's Regulation 80.10 for teaching English to speakers of other languages (N-12).

### 3. Preparation Required for Full Licensure

Same as section A.3. (page 2).

## D. School Media Specialist (Library)

### 1. Applicability of Regulation

This section covers the following licenses:

- Teacher of Library in Elementary Schools
- Teacher of Library in Secondary Schools

Note: No bilingual licenses have been established for these titles.



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## 2. Preparation Required for Conditional Licensure

By the close of the application period or as otherwise stipulated in accordance with Regulation C-205, applicants must possess a New York State Permanent Certificate, Provisional Certificate or Certificate of Qualification valid under Commissioner's Regulation 80.8 for school media specialist (library).

## 3. Preparation Required for Full Licensure

Same as section A.3. (page 2).

## E. Instructional Recorder

### 1. Applicability of Regulation

This section covers the license of Instructional Recorder. No bilingual license has been established for this title.

### 2. Preparation Required for Conditional Licensure

By the close of the application period or as otherwise stipulated in accordance with Regulation C-205, applicants must possess a New York State Permanent Certificate, Provisional Certificate or Certificate of Qualification valid under Commissioner's Regulation 80.8 for school media specialist (educational communications).

### 3. Preparation Required for Full Licensure

Same as section A.3. (page 2).

## F. Teaching an Academic Subject

### 1. Applicability of Regulation

This section covers the requirements for teaching academic subjects. The following four categories of license titles have been established for an academic subject:

- Teacher of Academic Subject in Junior High Schools
- Bilingual Teacher of Academic Subject in Junior High Schools
- Teacher of Academic Subject in Day High Schools
- Bilingual Teacher of Academic Subject in Day High Schools



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## 2. Licenses for Teaching an Academic Subject

### a. Junior High School Licenses for Teaching an Academic Subject

Other than those foreign language titles listed in subdivision c. below, the following junior high school licenses have been established:

- English, Mathematics, Social Studies, and General Science

**Note:** Except for English, a corresponding bilingual license has been established for each area.

### b. Day High School Licenses for Teaching an Academic Subject

Other than those foreign language titles listed in subdivision c. below, the following high school licenses of academic subjects been established:

- English, Mathematics, Social Studies, Biology and General Science, Chemistry and General Science, Earth Science and General Science, Physics and General Science.

**Note:** Except for English, a corresponding bilingual license has been established for each area.

### c. Junior and Day High School Licenses for Teaching Foreign Languages

With the exceptions noted, the following foreign language licenses for junior high school and high school have been established:

- Arabic, Chinese, French, German, Hebrew, Italian, Latin, Modern Greek, Russian, Spanish, Swahili, Norwegian (Day High School only) and Portuguese (Day High School only).

**Note:** No bilingual licenses have been established for any of these titles.

## 3. Preparation Required for Conditional Licensure

By the close of the application period or as otherwise stipulated in accordance with Regulation C-205:

- ### a.
- Applicants for Licenses to Teach an Academic Subject in Junior High Schools must possess a New York State Permanent Certificate, Provisional Certificate or Certificate of Qualification which is:

- (1) valid under Commissioner's Regulation 80.15 for teaching in the early childhood and upper elementary grades (N-9) and an academic subject in the early secondary grades; or
- (2) valid under Commissioner's Regulation 80.16 for teaching an academic subject.



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- b. Applicants for Licenses to Teach an Academic Subject in Day High Schools must possess a New York State Permanent Certificate, Provisional Certificate or Certificate of Qualification valid under Commissioner's Regulation 80.16 for teaching an academic subject; and, in addition,
- c. Applicants for Licenses to Teach an Academic Subject Bilingually must possess a New York State Certificate or Statement of Continued Eligibility valid under Commissioner's Regulation 80.9 for teaching bilingually in the field and language specialty of the license.

## 4. Preparation Required for Full Licensure

Same as Section A.3. (page 2).

## G. Teaching a Special Subject

### 1. Applicability of Regulation

This section covers the license requirements for teaching special subjects. The following four categories of license titles have been established for a special subject:

- Teacher of Special Subject in Junior High Schools
- Bilingual Teacher of Special Subject in Junior High Schools
- Teacher of Special Subject in Day High Schools
- Bilingual Teacher of Special Subject in Day High Schools

### 2. Licenses for Teaching a Special Subject in Junior High Schools

The following is a list of the special subjects for which junior high school licenses have been established:

- Dance, Fine Arts, Health, Home Economics, Technology Education (formerly Industrial Arts), Music, Orchestral Music, Physical Education, Swimming and Physical Education (\*), Typing.

For each of these titles, a corresponding bilingual license has been established.

### 3. Licenses for Teaching a Special Subject in High Schools

The following is a list of the special subjects for which high school licenses have been established:

- Accounting and Business Practice, Distributive Education, Fine Arts, Health, Home



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Economics, Technology Education (formerly Industrial Arts), Music, Orchestral Music, Physical Education, Speech (as distinguished from Speech Improvement), Stenography and Typewriting (Gregg), Stenography and Typewriting (Pitman), Swimming and Physical Education (\*).

For each of these titles, a corresponding bilingual license has been established.

\* **Note:** Validity for teaching of swimming is contingent on continued possession of current advanced life saving and basic life support cardiopulmonary resuscitation (CPR) certificates issued by the American National Red Cross or an equivalent certifying agency satisfactory to the New York State Department of Health as required by Sections 6.1 and 6.25 of the New York State Public Health Law.

## 4. Preparation Required for Conditional Licensure

By the close of the application period or as otherwise stipulated in accordance with Regulation C-205,

- a. applicants must possess a New York State Permanent Certificate, Provisional Certificate or Certificate of Qualification valid under Commissioner's Regulation 80.17 for the special subject of the license;

**and**

- b. applicants for license to teach a special subject bilingually must possess a New York State Certificate or statement of continued eligibility valid under Commissioner's Regulation 80.9 for teaching bilingually in the field and specialty of the license.

## 5. Preparation Required for Full Licensure

Same as section A.3. (page 2).

## H. Teaching an Occupational Subject

### 1. Applicability of Regulation

This section covers license requirements for teaching an occupational subject. The following two categories of license title have been established for an occupational subject:

- Teacher of an Occupational Subject, Day High Schools
- Bilingual Teacher of an Occupational Subject, Day High Schools





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## 2. Licenses for Teaching an Occupational Subject

The following high school licenses have been established:

- Agriculture, Appliance Repair, Architectural Drafting, Auto Body Repair and Painting, Automation Instrumentation, Automobile Mechanics, Aviation Mechanics,
- Baking, Barbering, Bookbinding, Building Maintenance, Business Machine Maintenance and Repair,
- Cabinet Making, Cafeteria and Catering, Carpentry, Climate Control Mechanics, Clock and Watch Mechanics, Commercial Art, Commercial Photography, Computer Maintenance and Repair, Cosmetology (\*), Costume Design and Illustration, Costume Sketching, Cylinder Presswork,
- Dental Laboratory Processing, Dental Office Assisting (\*\*), Draping, Design and Construction for Women's Garments,
- Electrical Installation and Practice, Electricity, Electronics and Computer Circuitry, Electronic Occupations, Elevator Mechanics,
- Floristry, Foundry Work, Fur Cutting and Operating,
- Garment Machine Operating, Garment Pattern Making, Grading and Cutting, Gas and Electrical Welding,
- Interior Decorations (Needle Trade Skills),
- Jewelry Design, Jewelry Making,
- Layout and Design in Printing, Leather Goods Manufacturing,
- Machine Shop Work, Machine Typesetting Maintenance, Maritime Trades (Deck), Maritime Trades (Engine), Maritime Trades (Steward), Meat Merchandising, Mechanical Drafting, Men's Clothing Manufacturing, Mechanical, Structural and Civil Technologies,
- Newspaper Presswork, Nursing (\*\*\*)
- Offset Photo and Plate Making, Offset Presswork, Optical Mechanics,
- Performing Arts (Dance-Classical Ballet), Performing Arts (Dance-Modern Dance), Performing Arts (Dance Music), Performing Arts (Drama), Performing Arts (Radio), Plastics, Plumbing, Presswork, Printing--Cold Type Composition, Printing Estimation,
- Refrigeration and Air Conditioning, Related Technical Subjects (Biological and Chemical), Related Technical Subjects (Textiles),
- Sculpture and Stone Carving, Sheet Metal Work, Stage Design, Stereotyping, Stone Work and Imposition,



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- Textile Design, Transit Technology, Typesetting,
- Upholstery,
- Weaving and Design, Window Display, Woodturning and Pattern Making.
- \* Validity for teaching cosmetology is contingent on possession of a current New York State license as a cosmetologist.
- \*\* Validity for teaching dental office assisting is contingent on continued possession of a current New York State registration as a dental hygienist.
- \*\*\* Validity for teaching nursing is contingent on continued possession of a current New York State registration as a professional nurse.

### 3. Preparation Required for Conditional Licensure

By the close of the application period or as otherwise stipulated in accordance with Regulation C-205:

- a. applicants must possess a New York State Permanent Certificate, Provisional Certificate or Certificate of Qualification valid under Commissioner's Regulation 80.5 for the occupational subject of the license;
- and**
- b. applicants for licenses to teach an occupational subject bilingually must possess a New York State certificate or statement of continued eligibility valid under Commissioner's Regulation 80.9 for teaching bilingually in the field and language specialty of the license.

### 4. Preparation Required for Full Licensure

Same as section A.3. (page 2).

## I. Teacher of a Special Class

### 1. Applicability of Regulation

This section covers the license requirements for teaching a special class. For each license listed below, the comparable New York State Certificate is indicated:

- Teacher of Special Education
- Bilingual Teacher of Special Education\*
- Teacher of Homebound Children
- Bilingual Teacher of Homebound Children\*



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Comparable State Certificate: Teaching Special Education

- Teacher of the Deaf and Hard of Hearing
- Bilingual Teacher of the Deaf and Hard of Hearing\*

Comparable State Certificate: Teaching the Deaf and Hearing-Impaired

- Teacher of the Blind
- Bilingual Teacher of the Blind\*
- Teacher of Children with Limited Vision
- Bilingual Teacher of Children with Limited Vision\*

Comparable State Certificate: Teaching the Blind and Partially Sighted

- Teacher of Speech Improvement
- Bilingual Teacher of Speech Improvement\*

Comparable State Certificate: Teaching the Speech- and Hearing-Handicapped

\*Note: See section 2.b. for required bilingual state credential.

## 2. Preparation Required for Conditional Licensure

By the close of the application period or as otherwise stipulated in accordance with Regulation C-205:

- a. applicants must possess a New York State Permanent Certificate, Provisional Certificate or Certificate of Qualification valid under Commissioner's Regulation 80.6 for teaching a special class;
- and**
- b. for the bilingual licenses, applicants must possess a New York State certificate or statement of continued eligibility valid under Commissioner's Regulation 80.9 for teaching bilingual education in the field and language specialty of the license.

## 3. Preparation Required for Full Licensure

- a. Applicants must possess the corresponding New York State Permanent Certificate no later than the date by which their New York State Provisional Certificate expires.
- b. Within two years of the date of appointment, applicants must have completed 2 semester hours of collegiate study in human relations in courses specifically approved for this purpose by the Executive Director of the Division of Human Resources, or 2 semester hours of in-service course work in human relations in courses specifically approved for this purpose by the Executive Director of the Division of Human Resources. Such in-service course work must supplement or



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be in addition to the preparation for State certification.

## **J. Inquiries**

Inquiries concerning this regulation should be directed to:

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Brooklyn, New York 11201  
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