

# NEW YORK STATE TEACHER CERTIFICATION EXAMINATIONS™

## 2011–2012

### Assessment of Teaching Skills—Performance (ATS–P) (Video)



## REGISTRATION BULLETIN

REGISTRATION DEADLINE	SUBMISSION DEADLINE	SCORE REPORT DATE
September 30, 2011	November 4, 2011	December 16, 2011
May 11, 2012	June 8, 2012	August 3, 2012

Please note that changes to procedures and policies may occur during the program year. Current information is available at

[www.nystce.nesinc.com](http://www.nystce.nesinc.com)

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## CONTACT INFORMATION

If you have any questions, you may contact the offices listed below for further information. In all correspondence, please include, or be prepared to provide, your full name, mailing address, telephone number, and social security number.

 If you have questions regarding:	 If you have questions regarding:
<ul style="list-style-type: none"> <li>• Registration</li> <li>• Submission procedures</li> <li>• Score reports</li> </ul> <p><b>Contact: The NYSTCE Program</b></p> <p> <a href="http://www.nystce.nesinc.com">www.nystce.nesinc.com</a></p> <p> <b>NYSTCE EVALUATION SYSTEMS PEARSON P.O. BOX 660 AMHERST, MA 01004-9008</b></p> <p> <b>1-413-256-2882</b> 9:00 a.m.–5:00 p.m. eastern time, Monday–Friday, excluding holidays</p> <p><b>To obtain recorded program information:</b></p> <p>Call <b>1-413-256-2882</b> or <b>1-800-309-5225</b>, 24 hours per day, 7 days per week, from a touch-tone telephone.</p> <p><b>If you have submitted a registration and have questions about your registration:</b></p> <p>You may call <b>1-800-309-5225</b>, 11:00 a.m.–5:00 p.m. eastern time, Monday–Friday, excluding holidays.</p> <p><b>Fax:</b> 1-413-256-7088 (Registration forms may not be transmitted by fax.)</p> <p><b>Teletypewriter (TTY):</b> 1-413-256-8032</p>	<ul style="list-style-type: none"> <li>• Certification requirements</li> <li>• Certification requirements for out-of-state candidates</li> </ul> <p><b>Contact: The New York State Education Department (NYSED)</b></p> <p> <a href="http://OHE32.nysed.gov/tcert/">http://OHE32.nysed.gov/tcert/</a></p> <p> <b>NEW YORK STATE EDUCATION DEPARTMENT OFFICE OF TEACHING INITIATIVES ALBANY, NY 12234</b></p> <p> <b>1-518-474-3901</b> Call Monday–Friday, 9:00 a.m.–4:30 p.m. eastern time. For automated information, call anytime.</p> <p><b>Teletypewriter (TTY) within New York State:</b> 1-800-421-1220</p> <p><b>Nationwide AT&amp;T Teletypewriter (TTY):</b> 1-800-855-2880</p>
	<p> <b>If you have questions regarding:</b></p> <ul style="list-style-type: none"> <li>• Which test(s) you need to take</li> <li>• When you should take the NYSTCE</li> </ul> <p><b>Contact:</b> The teacher certification representative at your college or the New York State Education Department</p>

Large-print copies of this registration bulletin are available from the NYSTCE program at the address listed above or by calling 1-413-256-2882.



## ABOUT THE ATS–P (VIDEO)

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### NYSTCE PROGRAM OVERVIEW

The New York State Teacher Certification Examinations™ (NYSTCE®) address New York Education Law and Commissioner's Regulations, which require prospective New York State educators to pass designated tests as a requirement for receiving state certification.

The NYSTCE are criterion-referenced, objective-based tests designed to measure a candidate's knowledge and skills in relation to an established standard rather than in relation to the performance of other candidates. The explicit purpose of these tests is to help identify for certification those candidates who have demonstrated the appropriate level of knowledge and skills that are important for performing the responsibilities of an educator in New York State public schools.

Test questions were developed using textbooks, New York State learning standards and curriculum guides, teacher education curricula, and certification standards. The tests were developed in consultation with committees of New York State teachers, teacher educators, and other content and assessment specialists.

The NYSTCE program includes a test for teaching assistant certification, tests for certification, and tests for school leadership (formerly administrator) certification. This registration bulletin contains information related to the NYSTCE Assessment of Teaching Skills—Performance (ATS–P) (video) only. For information about other NYSTCE tests, refer to the NYSTCE Web site.

## ASSESSMENT OF TEACHING SKILLS—PERFORMANCE (VIDEO)

The Assessment of Teaching Skills—Performance (ATS–P) (video) is one requirement for candidates seeking a permanent New York State certificate for teaching in specified areas. Candidates who received a **provisional classroom teaching** certificate effective before September 2, 2004, in PreK–6, secondary academic titles (7–12), or ESOL are required to achieve passing scores on the NYSTCE Content Specialty Test (CST) in the content area of the certification and the ATS–P in order to obtain a **permanent** certificate. Candidates who are issued an initial certificate effective on or after February 2, 2004, are not required to take the ATS–P for that certification.

The ATS–P provides a candidate with the opportunity to demonstrate his or her teaching skills in an actual classroom setting. Candidates who take the ATS–P must follow the procedures described in the *ATS–P Procedures Manual*, which is sent to them upon registration. Refer to "Registration and Submission Schedule" for information about registration and assessment procedures for the ATS–P.

If you are required to take the ATS–P, it is recommended that you wait until you have acquired one to two years of teaching experience to allow sufficient time for your teaching skills to develop. If you hold a provisional New York State certificate, it is recommended that you submit your video recording and related documentation no later than one year before the expiration of your provisional certificate to allow time for the scoring of your ATS–P materials.

## **ATS–P PASSING REQUIREMENTS**

An examinee's performance on the ATS–P, as for all NYSTCE tests, is evaluated against an established standard. The passing requirement for each test is established by the New York State Commissioner of Education based on the professional judgments and recommendations of New York State educators.

Examinees who have completed the ATS–P will receive a score report indicating a "Pass" or "Not Pass" status (or "Requirements Not Met"). Examinees who do not pass will receive information regarding the specific ATS–P objectives that were not met.

### **Retaking the ATS–P**

Candidates who do not pass the ATS–P may retake it as often as necessary until a passing score is achieved. Candidates must reregister each time they retake the ATS–P. Please note that if you are registering for the ATS–P for the second time in the same program year, you must register by U.S. mail. Candidates who have passed the ATS–P have met that part of the testing requirement for certification and therefore are not eligible to retake assessment.

## **PREPARING FOR THE ATS–P**









The ATS–P (Video) Information Guide, which includes the ATS–P objectives, registration requirements, and directions for recording and submitting the video recording, can be viewed or downloaded (at no charge) by selecting "ATS–P (Video) Information Guide" on the NYSTCE Web site.



# BEFORE YOU REGISTER

## REGISTRATION CHECKLIST

Use the following checklist to help gather the information that you need to register for the ATS–P.

1. Review your registration options.					
Task	Refer to:				
Determine the registration and submission deadlines corresponding to your desired score report date.	"Test Dates"				
  <p>Select a registration method—Internet or U.S. mail.</p>	"Registration Options"				
Prepare your payment. <table border="1" data-bbox="178 787 771 934"> <tr> <td>  </td> <td>  </td> </tr> <tr> <td>Credit card—VISA or MasterCard only</td> <td>Check or money order—do not send cash.</td> </tr> </table>			Credit card—VISA or MasterCard only	Check or money order—do not send cash.	"Test Fees and Payment Policies"
					
Credit card—VISA or MasterCard only	Check or money order—do not send cash.				
2. Gather the personal information you need to register.					
When you create an account or register for the NYSTCE, you will be asked to provide the following information:					
<ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Daytime telephone number</li> <li>• Social security number (required for Internet registration)</li> <li>• Date of birth (required to access your unofficial scores on the Internet)</li> <li>• E-mail address (required for Internet registration)</li> <li>• Ethnicity (optional)</li> <li>• Gender (optional)</li> </ul>					
<p>Your test results are transmitted directly to the NYSED using the social security number and other identification information you enter during registration. Failure to record your social security number correctly may delay or jeopardize the issuance of a certificate to you. If you live in Canada and have a social insurance number but not a U.S. social security number, you may use your social insurance number when you register. Your test results will be transmitted directly to the NYSED according to the number you give.</p>					
<p>Please take care to record your name exactly as you have reported it on your New York State certification application or as you will report it when you apply for your teacher certification from the New York State Office of Teaching Initiatives. Any difference in the reporting of your name—even in the use of hyphens, initials, or spaces—may result in problems with your test scores being matched to your certification application and with the issuance of your teaching certificate.</p>					
3. Review the background questions.					
When you register for the NYSTCE, you will be asked to answer a background question. Refer to "Background Questions" to prepare an answer for the question you will be asked during registration.					
4. Review the Rules of Test Participation.					
Before you register, you must read and agree to abide by the policies stated in "Compliance with Testing Rules," including the Rules for Assessment of Teaching Skills—Performance (ATS–P) (Video) Participation, and all procedures and policies contained in the 2011–2012 NYSTCE ATS–P Registration Bulletin.					

## ABOUT MY ACCOUNT

My Account is a password-protected personal account system that provides access to online services for the NYSTCE program. By creating an account, you will have access to NYSTCE registration and score-reporting services, as indicated by the My Account menu, shown below.

NYSTCE®  
NEW YORK STATE TEACHER CERTIFICATION EXAMINATIONS™

HOME TEST REGISTRATION AFTER YOU REGISTER PERSONAL INFORMATION LOG OUT

Home > My Account Home

Welcome, TFIRSTNAME ID Number: 99999999

Test Registration	After You Register	Personal Information
<a href="#">Register to Test</a>	<a href="#">Confirm or Modify a Registration</a>	<a href="#">View Your Information</a>
<a href="#">View Registrations</a>	<a href="#">Request Admission Ticket</a>	<a href="#">Update Your Information</a>
	<a href="#">Access Score Reports</a>	<a href="#">Change Your Password</a>
	<a href="#">View Testing History</a>	<a href="#">View Financial Status</a>

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Evaluation Systems, Pearson, P.O. Box 226, Amherst, MA 01004

### Create an Account

You may create an account on the NYSTCE Web site whenever it is convenient for you to do so. Or, when you access online test and registration services, you will be prompted to create an account. When you create an account, you will choose a username and password and you will be asked to enter personal information, such as your address. Once you have created an account, you will not need to re-enter your personal information each time you register for a test.

### Access Your Account


You may log in to your account from the NYSTCE Web site at any time. Or, when you access online test and registration services such as "Register Now," "Confirm or Modify Registration," or "My Admission Ticket," you will be prompted to log in to your account. Once logged in, you will have access to test, registration, and score-reporting services.

### Manage Your Account

You may log in to your account from the NYSTCE Web site at any time to change your password or update your personal or contact information, including your e-mail address, telephone number, or mailing address. You can manage your account when it is convenient for you to do so, 24 hours a day, 7 days a week.

## REGISTRATION AND SUBMISSION SCHEDULE

The ATS–P is not "administered" on specific dates. Rather, candidates register, complete the assessment on their own, and then submit the assessment for scoring. The ATS–P schedule is based on submission deadlines: dates by which completed assessments must be received in order for candidates to be mailed their score reports on the corresponding score report date. There are two submission deadlines in the 2011–2012 program year, as indicated in the schedule below.

Registration Deadline  	Submission Deadline	Score Report Date
September 30, 2011	November 4, 2011	December 16, 2011
May 11, 2012	June 8, 2012	August 3, 2012
 <b>Internet Registration</b> To register on the Internet, your registration must be completed by 5:00 p.m. eastern time on the registration deadline corresponding to the submission deadline for which you wish to register.		
 <b>U.S. Mail Registration</b> To register by mail, your registration materials must be <b>postmarked</b> by the registration deadline corresponding to the submission deadline for which you wish to register.		

### Registration

ATS–P registrations are accepted online and by mail.\* Registrations submitted by the first or second registration deadline are valid until the final submission deadline of the program year. For your score report to be mailed on a scheduled score report date, you must meet the following two requirements:

- You must be registered for the ATS–P.
- Your video recording and related documentation must be received by the submission deadline corresponding to that score report date.

\*Please note that if you are registering for the ATS–P for the second time in the same program year, you must register by U.S. mail. The registration form for U.S. mail registration can be ordered by selecting "Print Bulletin and Forms (PDF)" on the NYSTCE Web site.

### Preparing Materials

Approximately two weeks after you register, Evaluation Systems will send you a packet of materials for the ATS–P, including the *ATS–P Procedures Manual*. If you have not received these materials within three weeks of submitting your registration, call Evaluation Systems to check on your registration status.

The *ATS–P Procedures Manual* includes specific instructions and requirements for completing the ATS–P. Read the manual carefully and adhere to the procedures and policies for preparing your video recording for submission. Submitted materials that do not conform to the policies and procedures in the *ATS–P Procedures Manual* will receive a rating of "Requirements Not Met" and no refund or credit will be issued.

## Submitting Materials

You should submit your video recording and related documentation so that these materials are received by the submission deadline corresponding to your desired score report date. Although you may register for a specific submission deadline, your registration will be valid until, and you may submit your video recording any time up to, the final submission deadline of the program year for which you are registered. Submissions will be scored during the scoring session corresponding to the submission deadline by which materials were received. You should make a copy of your video recording to retain for your records. Your submitted video recording will not be returned to you.

Candidates who do not submit their materials by the final submission deadline of the program year for which they are registered will no longer be registered for the ATS–P and will not receive a refund or credit of any kind unless they have submitted a correctly completed Withdrawal/Refund Request Form that is received by Evaluation Systems by the final submission deadline of the program year.

Any ATS–P submission received by Evaluation Systems after the final submission deadline of the program year will not be scored and will be returned to the candidate.

## TEST FEES AND PAYMENT POLICIES

### ATS–P Fees

Test Registration Fees	
Assessment of Teaching Skills—Performance (ATS–P) (Video)	\$145
Additional Service Fees	
Additional copy of test results (per copy)	\$20
Fee to clear an account (for example, due to a disputed credit card charge)	\$20

### Withdrawal/Refund Policy

If after registering for the NYSTCE ATS–P (video) you wish to withdraw your registration, you must submit your completed Withdrawal/Refund Request Form to Evaluation Systems by U.S. mail or fax. Refer to "Changing Your Registration" for information about how to submit the Withdrawal/Refund Request Form.

If you withdraw your registration for the ATS–P (video), you will receive a partial refund in the amount of \$85 if your request is received by 5:00 p.m. eastern time on the final submission deadline of the program year and before you have submitted your ATS–P video recording and/or related documentation.

### Payment Methods

The fees for Internet registration must be paid using a credit card (VISA or MasterCard only) or a debit or check card that carries the VISA or MasterCard logo and that can be used without the entry of a personal identification number (PIN). Bank cards without a VISA or MasterCard logo cannot be accepted. The merchant name that will appear on your credit card statement is "Eval Systems Test Fee."

The fees for registration by U.S. mail must be paid by personal check, cashier's check, or money order. Fees for additional copies of your test results must be paid by cashier's check or money order; personal checks are not accepted. Checks and money orders must be made payable to Evaluation Systems in U.S. dollars. Please write the last five digits of your social security number on your payment. Do not send cash.

### Payment Policies

**If you have any outstanding balance owed by you to Evaluation Systems after a test administration or ATS–P (video) submission deadline for which you were registered, all of your scores for that test date or submission deadline may be permanently voided and therefore not reported to you, to the NYSED, or to any institutions.**

The following policies apply to you when you have an outstanding balance with Evaluation Systems:

- You will be assessed an additional fee to cover the processing required to clear your account.
- You will not be allowed to register for future test dates or submission deadlines until your balance, which includes the additional fee, is paid in full.
- Any credits or refunds for which you may be eligible will be applied first to your outstanding debt, with any excess to be returned to you.

If a credit card charge for an Evaluation Systems service for you is disputed:

- You may not be allowed to make any future payments by credit card.
- You must make your payment to clear your account by cashier's check or money order only.
- If you attempt to pay for any further services by cashier's check or money order before clearing your account, any payments received will be applied first to your outstanding debt, with any excess applied to the requested services.

Additionally, if a personal check submitted by you is returned by the bank:

- You will not be allowed to make any future payments by personal check.
- You must make your payment to clear your account by cashier's check or money order only, unless you are making a subsequent credit card payment for additional services, in which case your credit card will be billed for both the outstanding balance and the additional requested services.
- If you attempt to pay for any further services by credit card before clearing your account, your credit card will be billed for the amount of all services you have requested, as well as the outstanding balance owed. You agree to pay for all such services and outstanding balances in the event your credit card company does not.
- If you attempt to pay for any further services by cashier's check or money order before clearing your account, any payments received will be applied first to your outstanding debt, with any excess applied to the requested services.

## BACKGROUND QUESTIONS

When you register for the ATS–P, you will be asked to answer the following background question. Providing accurate and complete background information about yourself is important. The information that you provide will be kept confidential.

If you register on the Internet, you will answer the following question interactively as you register. If you register by U.S. mail, enter your response to the following question on the registration form. The question number corresponds to the section of the registration form where you will record your response.

### 11. Current Educational Status

Select the option that best describes your educational status.

- A. Some high school
- B. Received high school diploma or equivalent
- C. Received associate degree
- D. Freshman
- E. Sophomore
- F. Junior
- G. Senior
- H. Received bachelor's degree
  - I. Received master's degree
  - J. Received doctorate

## COMPLIANCE WITH TESTING RULES

By registering on the Internet or submitting a registration form (even if your registration form is received without your signature) for the NYSTCE, you are agreeing to abide by the current Rules for Assessment of Teaching Skills—Performance (ATS–P) (Video) Participation and all procedures and policies contained in the current registration bulletin and/or the current *ATS–P Procedures Manual*. You will be asked to sign your agreement to the Rules for Assessment of Teaching Skills—Performance (ATS–P) (Video) Participation upon submission of your video recording for scoring. Failure to sign the registration form when registering for the Assessment of Teaching Skills—Performance (ATS–P) (video) or failure to sign your agreement when submitting your video recording for scoring may result in the voiding of your ATS–P results.

### Rules for Assessment of Teaching Skills—Performance (ATS–P) (Video) Participation

- 1. COMPLIANCE:** I understand that if I fail to comply with the rules and requirements specified or referenced in the current bulletin, including these Rules for ATS–P Participation, or if I take any prohibited actions, my results may be voided, no refund will be issued, no portion of the testing fee can be applied toward the cost of any future testing fees, I may not be permitted to register for current or future NYSTCE assessments, my registration may be canceled, I may be prohibited in the future from registering for the ATS–P, I may be required to test under controlled conditions, and legal proceedings and actions may be pursued as well as any other remedies that the New York State Education Department (NYSED) and/or the Evaluation Systems group of Pearson, a business of NCS Pearson, Inc. (Evaluation Systems), may deem appropriate. In addition, I understand that test fraud is a ground for revocation and/or suspension of a teaching credential or certificate.
- 2. REGISTRATION:** I have read and agree to the "Test Fees and Payment Policies" section of the current bulletin. I understand that if any or all fees that are applicable to me are not paid in full for all NYSTCE assessments for which I have registered, or if my registration form is not signed, or if the identity certification statement is not completed, I may not be permitted to register for current or future NYSTCE assessments and/or my score report may not be produced and/or my results may be voided.
- 3. VALIDITY OF REGISTRATION:** I understand that my ATS–P registration is valid for the current NYSTCE ATS–P program year (July 1, 2011, to June 8, 2012). I understand that if Evaluation Systems does not receive my ATS–P video recording and related documentation by the final submission deadline of the program year in which I have registered for the ATS–P, I will no longer be registered for the ATS–P and I will not receive a refund or credit of any kind unless I submit a properly completed Withdrawal/Refund Request Form by June 10, 2011. I understand that if Evaluation Systems receives my video recording after the final submission deadline of the program year in which I have registered for the ATS–P (June 8, 2012), it will be returned to me.
- 4. WITHDRAWAL OF REGISTRATION:** I understand that I may withdraw my registration and receive a partial refund if I make such a request before the final submission deadline of the program year in which I am registered and before I have submitted a video recording and/or related documentation. Once my ATS–P video recording and/or related documentation are received by Evaluation Systems by the final submission deadline of the program year in which I am registered, I may not obtain a refund or credit of any kind, nor will I be permitted to have my ATS–P materials returned.
- 5. PURPOSE OF ASSESSMENT:** I understand that this assessment is administered for the purpose of permanent certification *only* and is *only* to be taken by individuals seeking permanent teacher certification. I certify that I am taking this assessment, for which I have registered, for the purpose of permanent teacher certification.
- 6. CONFORMITY WITH PROCEDURES:** I understand that if my video recording submission and related documentation do not conform to the current *ATS–P Procedures Manual* policies, my video recording will receive a rating of "Requirements Not Met," no refund of my fee will be issued, and no portion of my fee can be applied to the cost of any future test.



- 7. ATS–P MATERIALS:** I understand that all ATS–P materials that I have submitted to Evaluation Systems become the sole property of the NYSED upon their receipt by Evaluation Systems. The ATS–P materials will not be duplicated for me. The ATS–P materials will not be returned to me unless Evaluation Systems receives my materials after the final submission deadline of the program year in which I have registered for the ATS–P or if my submission materials have not been properly completed or my video recording is not submitted in an approved video format as specified in the current ATS–P Procedures Manual.
- 8. SCORE REPORTING AND CANCELLATION:** I understand that my results will be reported to me; to the NYSED; and to any other institution, entity, or person authorized or required by law to receive this information. I understand that any information provided as part of registration may be used to report scores or to contact me regarding test- or program-related issues. Once I submit my video recording and related documentation, I cannot cancel the scoring or score reporting.
- 9. VOIDED RESULTS:** I understand that if I fail to comply with the rules and requirements set forth in the current bulletin, including these Rules for ATS–P Participation, or if doubts are raised about the validity or legitimacy of my registration, my submitted ATS–P video recording and related documentation, or my results, Evaluation Systems will notify the NYSED and other parties as deemed appropriate by the NYSED. The NYSED and Evaluation Systems reserve the right to void my results if, in their sole opinion, there is adequate reason to question the validity or legitimacy of the results due to circumstances within or beyond my control. Other actions, as described in Rule 1, may be taken as deemed appropriate by the NYSED and/or Evaluation Systems.
- 10. RIGHTS AND OBLIGATIONS REGARDING ATS–P:** I understand and agree that liability for assessment activities, including but not limited to the adequacy or accuracy of assessment materials, the adequacy or accuracy of the registration and assessment processes or conditions, the adequacy or accuracy of scoring, the adequacy or accuracy of score reports, the adequacy or accuracy of information provided to me in connection with the NYSTCE program, and the adequacy of protection of examinee information, will be limited to score correction or ATS–P retake at no additional fee. I understand and agree that liability for lost or damaged ATS–P video recordings and related documentation will be limited to an additional submission of an ATS–P video recording and related documentation at no additional fee. I waive any and all rights to all other claims, specifically including but not limited to claims for negligence arising out of any acts or omissions of the NYSED and Evaluation Systems (including the agents, employees, contractors, or professional advisors of the NYSED and Evaluation Systems).
- 11. PROGRAM CHANGES:** I understand that the testing program is subject to change at the sole discretion of the NYSED.
- 12. OBJECTION TO PROCEDURES:** If, for any reason, I object to the procedures presented in these Rules for ATS–P Participation, I must advise Evaluation Systems, in writing, of the basis of my objection at least eight (8) weeks before the submission deadline for which I wish to register for my objection to be taken under consideration. If my objection is not honored, I will not be registered for the ATS–P. If I nevertheless object, my registration may be canceled or my results may be voided, unless I withdraw my objection in writing.
- 13. RULES:** I understand that should any of these rules or any other requirement or provision contained in the current bulletin be declared or determined by any court to be illegal or invalid, the remaining rules, requirements, and provisions will not be affected and the illegal or invalid rule, requirement, or provision shall not be deemed a part of the current bulletin. The headings of each of the Rules for ATS–P Participation are for convenient reference only. They are not a part of the rules themselves; they do not necessarily reflect the entire subject matter of each rule; and they are not intended to be used for the purpose of modifying, interpreting, or construing any of these Rules for ATS–P Participation. I agree that any legal action arising in connection with my registration for or participation in the ATS–P shall be brought in the state and federal courts governing St. Paul, Minnesota, and I consent to the personal jurisdiction of such courts.



# REGISTERING TO TEST

## REGISTRATION OPTIONS

### Registration Options for the ATS–P (Video)

Registration Method	
<p><b>Internet Registration</b></p> <p>Available 24 hours a day, 7 days a week. Internet registration must be completed by 5:00 p.m. eastern time on the registration deadline to be eligible for the corresponding submission deadline and score report date.</p> <p>Please note that if you are registering for the ATS–P for the second time in the same program year, you must register by U.S. mail.</p>	
<p><b>U.S. Mail Registration</b></p> <p>Registration forms must be <b>postmarked</b> by the registration deadline to be eligible for the corresponding submission deadline and score report date.</p>	

### Privacy Policy

Because of laws protecting confidentiality and privacy, only you can register yourself for a test or make inquiries regarding registration status or test scores.

Evaluation Systems takes reasonable precautions to protect the integrity of your personal information provided in connection with the registration process, as well as any information generated internally that is specifically pertinent to you, and to keep this information secure.

Your private information will not be made available to anyone but you; Evaluation Systems and the NYSED (including the employees, agents, contractors, or professional advisors of Evaluation Systems and the NYSED); and any institution, entity, or person required or authorized by law to receive this information.

## INTERNET REGISTRATION

Registration is available on the Internet 24 hours a day, 7 days a week.

Internet registration ends at 5:00 p.m. eastern time on each registration deadline.

**Before you register.** Before you register, please review the "Registration Checklist" to ensure that you have all of the information you need to complete the registration process. Because of laws protecting confidentiality and privacy, only you may register yourself for the ATS–P.

If you wish to request alternative testing arrangements, submit your request and any required documentation by mail or fax before the registration deadline. See "Registering for Alternative Testing Arrangements" for information about how to complete and submit the Alternative Testing Arrangements Request Form.

**How to register.** To register, select "Register Now" on the NYSTCE Web site and follow the instructions provided. If you don't have an account, you will be prompted to create one. See "About *My Account*" for information about creating and using an account. Be sure to have available your e-mail address, social security number, and credit card information (number, expiration date, and name of cardholder). Enter your name as it appears on your identification.

**Payment.** Payment must be made at the time of registration using a credit card (VISA or MasterCard only) or a debit or check card that carries the VISA or MasterCard logo and that can be used without the entry of a personal identification number (PIN). Bank cards without the VISA or MasterCard logo cannot be accepted. See "Test Fees and Payment Policies" for complete information about registration fees and payment policies.

**Confirmation.** After you have completed the Internet registration process, you will be sent an e-mail acknowledging that you have submitted an Internet registration. You are not officially registered for the ATS–P, however, until you subsequently receive a registration confirmation e-mail. The registration confirmation e-mail will generally be sent within one business day of receipt of your registration information. Within three weeks of registration, you will receive a materials packet.

## U.S. MAIL REGISTRATION

If you register by mail, your registration materials must be **postmarked** by the registration deadline. Please note that the registration deadlines are strictly enforced. Registration materials **postmarked** after the registration deadline will be returned unprocessed. This may delay your submission deadline and score report date. If your registration envelope bears multiple postmarks, the most recent date will govern.

**Before you register.** Before you register, please review the "Registration Checklist" to ensure that you have all of the information you need to complete the registration process. Because of laws protecting confidentiality and privacy, only you may register yourself for the ATS–P.

If you wish to request alternative testing arrangements, please submit your request and any required documentation by mail with your registration form, or fax it separately, before the registration deadline. See "Registering for Alternative Testing Arrangements" for information about how to complete and submit the Alternative Testing Arrangements Request Form.

**How to register.** To register, complete the registration form by following the instructions listed on the form. The registration form can be ordered by selecting "Print Bulletin and Forms (PDF)" on the NYSTCE Web site. Enter your name as it appears on your identification. The registration form is processed by computer; therefore, a photocopied or faxed registration form will not be accepted.

On a single registration form, you may register for **either** the ATS–P **or** one or more of the other NYSTCE tests. If you attempt to register for both types of assessments on a single registration form, your registration materials will be returned to you unprocessed.

After you have provided and checked all the information on the registration form and then signed the form, mail it along with the correct payment in the envelope provided (see "Procedures for U.S. Mail Registration" below). See "Registration and Submission Schedule" for the registration deadline associated with each submission deadline and score report date.

**Payment.** Payment must be made at the time of registration by personal check, cashier's check, or money order. See "Test Fees and Payment Policies" for complete information about registration fees and payment policies.

**Confirmation.** You will receive a materials packet within three weeks of your registration.

### Notice of Error in Registration

If your registration form is incomplete or illegible or if the correct payment is not enclosed, your registration materials will be returned to you unprocessed with a letter advising you of the error and the deadline by which your corrected materials must be received in order for you to be registered for the administration. This may result in a delay in your submission deadline and score report date, as no corrected registration materials will be accepted after the registration deadline.

## Procedures for U.S. Mail Registration

Complete the following steps to register by U.S. mail:

1. Obtain a registration form, which you may order by selecting "Print Bulletin and Forms (PDF)" on the NYSTCE Web site. Faxed or photocopied registration forms will not be accepted.
2. Review the "Registration Checklist" to ensure that you have the information you need to register.
3. Complete the registration form and enclose the correct payment in U.S. dollars. If you are applying a voucher toward your fee, include the original voucher in the envelope with your form and payment.
4. Read "Compliance with Testing Rules" and sign your registration form. Your signature must appear on your registration form in order for it to be processed.
5. If you are requesting alternative testing arrangements, include the Alternative Testing Arrangements Request Form and all required documentation.
6. Affix correct postage to the preaddressed envelope provided. All registration materials must be sent to Evaluation Systems.

## REGISTERING FOR ALTERNATIVE TESTING ARRANGEMENTS

Alternative testing arrangements that are reasonable in the context of this assessment and supported by documentation may be provided for the following examinees who would not be able to take the assessment under standard conditions:

- Examinees with physical disabilities (e.g., visual impairments, hearing impairments, motor disabilities, illness, injury)
- Examinees with disabilities other than physical (e.g., learning disabilities)

All timely and complete alternative testing arrangements requests and accompanying documentation are reviewed on a case-by-case basis upon receipt. In some cases, the submitted documentation may not be sufficient to make a determination regarding the requested accommodation(s) or may not support the requested accommodation(s). Additional information or test results may be needed.

Please be aware that your request form and supporting documentation may be shared with the NYSED in order to process your request. The documentation will be kept confidential to the extent required by law.

### Procedure for Requesting Alternative Testing Arrangements

**Initial requests for alternative testing arrangements.** Please be aware that because of the nature of the ATS–P, alternative testing arrangements that might be provided for other tests within the NYSTCE program may not be appropriate for the ATS–P (e.g., extra testing time). Should you feel that you need alternative testing arrangements, you must (a) complete a test registration and submit correct payment, (b) mail or fax a completed Alternative Testing Arrangements Request Form, and (c) mail or fax any required documentation. The Alternative Testing Arrangements Request Form can be found at the back of this registration bulletin. Write your name and telephone number on each piece of correspondence you provide. Evaluation Systems will contact you to discuss your request.

**Subsequent requests for alternative testing arrangements.** The **Alternative Testing Arrangements Request Form** must be submitted each time you register. The **first time** that you request alternative testing arrangements, you will need to submit **all of the required documentation** to support your request for accommodations. Evaluation Systems will keep your documentation on file for **one year**. If you register for subsequent ATS–P submission deadlines within that year, you only need to submit your completed registration, correct payment, and a completed Alternative Testing Arrangements Request Form, as long as your condition and the requested accommodations have not changed.

**Deadline for requests.** The deadline for submission of requests and any necessary documentation for alternative testing arrangements is the regular ATS–P registration deadline. Because of the limited time between the registration deadline and the submission deadline, you are strongly encouraged to submit your registration materials and alternative testing arrangements request as early as possible. The options for alternative testing arrangements are enhanced when more time is available to plan and prepare for them. Due to the time and logistics involved in providing certain types of alternative testing arrangements, your registration may need to be applied to a future submission deadline.

### Documentation Requirements and Review of Requests

**Registering for alternative testing arrangements because of a physical disability.** If you are requesting alternative testing arrangements due to a physical disability (e.g., visual impairment), you must

1. complete your test registration and submit the correct payment; and
2. submit a completed Alternative Testing Arrangements Request Form identifying the disability and the specific arrangements requested; and
3. submit a signed statement by a licensed professional, written on that person's professional letterhead, whose license or credentials are appropriate to diagnose the disability (e.g., ophthalmologist for visual impairment). The statement must indicate the following:

- a. The disability for which alternative testing arrangements are being requested
- b. The recommended test administration modifications that are specifically related to the disability and are reasonable in the context of this certification test

**Registering for alternative testing arrangements because of a disability other than physical.** If you are requesting alternative testing arrangements due to a disability other than physical (e.g., learning disability), you must

1. complete your test registration and submit the correct payment; and
2. submit a completed Alternative Testing Arrangements Request Form identifying the disability and the specific arrangements requested; and
3. submit a signed statement by a qualified professional, written on that person's professional letterhead, whose license or credentials are appropriate to describe or diagnose the disability. The statement must indicate the following:
  - a. The disability for which alternative testing arrangements are being requested, with supporting documentation in the form of one of the following, which must be included as part of the statement or as separate documentation:

- A full educational history with complete documentation of special education services, including other disability-related testing modifications, received within the past five years, along with the name, date, and results of the diagnostic test(s) or evaluation(s), designed for the purposes other than screening, administered within the past five years, used to document the disability (test results should demonstrate a significant discrepancy in your performance and your expected capability level and demonstrate the current functional impact of your disability)

or

- Results of a psychological, neuropsychological, or psychoeducational diagnostic test battery, designed for the purposes other than screening, administered within the past five years, interpreted by a qualified professional whose license or credentials are appropriate to diagnose the condition (test results should demonstrate a significant discrepancy in your performance and your expected capability level and demonstrate the current functional impact of your disability)

or

- Results of an evaluation interpreted by a licensed professional verifying physical abnormalities as evidenced by a computerized axial tomography (CAT) scan, magnetic resonance imaging (MRI), electroencephalogram (EEG), or brain topography mapping test administered within the past five years

and

- b. The recommended test administration modifications that are specifically related to the disability and are reasonable in the context of this certification test

Please note: If your test(s) or evaluation(s) were administered prior to the past five years, a full battery of testing may not be required. Instead, you may wish to consult with a qualified professional to determine which diagnostic test(s) related to your disability would indicate the current functional impact of your disability.

## Documentation Checklist

Before submitting your Alternative Testing Arrangements Request Form and any required documentation, use the checklist below and the information above to confirm that your documentation is complete.

You may wish to share this information with the qualified professional with whom you have consulted.

All documentation must meet all of the following requirements:

- It must include a signed statement by a qualified professional, written on that person's professional letterhead, whose license or credentials are appropriate to describe or diagnose the disability.
- It must include a diagnosis of the disability or disabilities.
- It must include recommended test administration modifications that are specifically related to the disability and that are reasonable within the context of this certification test.

Additionally, if you are requesting alternative testing arrangements because of a disability other than physical, your documentation must meet the following requirements:

- It must include the name, date, and actual results of diagnostic test(s) designed for purposes other than screening. The diagnostic test(s) should
  - be current, i.e., completed within the past five years;
  - demonstrate a significant discrepancy in your performance and your expected capability level;
  - demonstrate the current level of functional impact of your disability.

Documentation, in itself, does not automatically support the granting of alternative testing arrangements.

**Appeal of denial of request for alternative testing arrangements.** Evaluation Systems will notify examinees of the determination made with regard to their requests for alternative testing arrangements. You may appeal the denial of some or all of your requests for alternative testing arrangements. Before you submit your appeal, it is suggested that you review "Registering for Alternative Testing Arrangements." This section describes the documentation requirements for different types of alternative testing arrangements requests. If after reviewing the information in this section you still wish to proceed with an appeal of the decision, you may do so by submitting your appeal, in writing, to:

Alternative Testing Arrangements Coordinator  
NYSTCE Program  
Evaluation Systems  
Pearson  
P.O. Box 660  
Amherst, MA 01004-9008

Telephone: 1-413-256-2882  
Fax: 1-413-256-7089

The appeal should include the following information:

- Your name, address, and social security number
- The date of the appeal
- Any documentation, in addition to the documentation that you submitted with your Alternative Testing Arrangements Request Form, that supports your alternative testing arrangements requests
- A brief summary of the reasons why your alternative testing arrangements requests should be granted
- Your signature

Your appeal should be submitted as soon as possible. After your appeal is reviewed, you will be notified as to whether your appeal has been granted or denied. All appeal determinations are subject to the approval of the NYSED, and all appeal determinations are final.

## **CONFIRMING YOUR REGISTRATION**

To confirm your registration status, select "Confirm or Modify Registration" on the NYSTCE Web site, log in to your account, and follow the instructions provided.

If you have not received your ATS–P materials packet approximately three weeks after registering, contact Evaluation Systems by telephone or by e-mail from the NYSTCE Web site to verify your registration status.

## CHANGING YOUR REGISTRATION

If you need to correct or update personal information (e.g., your mailing address), you may update your personal information through your account; see "About *My Account*" for details.

**Changing your test selection.** ATS–P registrations cannot be changed to registrations for other NYSTCE tests. If you wish to change from the ATS–P to another NYSTCE test, first withdraw from the ATS–P. Then, submit a new registration for the test(s) of your choice.

**Withdrawing your ATS–P registration.** To withdraw from the ATS–P, complete the following steps:

1. Obtain the Withdrawal/Refund Request Form, which can be found at the back of this registration bulletin.
2. Complete the form and fax it or mail it to the address printed on the form so that it is received by 5:00 p.m. eastern time on the final submission deadline of the program year and before you have submitted your ATS–P video recording and/or related documentation.

Refer to the withdrawal/refund policy in "Test Fees and Payment Policies" for information about refunds for withdrawing from the ATS–P.



# OBTAINING YOUR TEST RESULTS

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## RELEASE OF YOUR TEST SCORES

Your test scores will be reported to you and the NYSED. Your scores are reported directly to the NYSED using the social security number that you enter during registration and are automatically added to your certification application file. Failure to record your social security number correctly may delay or jeopardize the issuance of a certificate to you.

Your scores will be available on the score report date published in "Registration and Submission Schedule." Your score report is for your records only; do not submit it with your application for certification.

Under some circumstances, scores may be delayed. For example, some individuals' scores may be delayed due to problems with registration or other matters.

In addition, your scores will be delayed if there are problems with your payment, and your scores may be permanently voided if you have any outstanding balance owed by you to Evaluation Systems after a submission deadline for which you were registered. See "Test Fees and Payment Policies" for more information.

All video submissions are scored according to standardized procedures. Scorers with relevant professional backgrounds are oriented to these procedures and are carefully monitored during scoring sessions. As part of the scoring process, submissions are scored by multiple scorers and therefore have essentially already been restored. Consequently, there is no rescoring service.

## Internet Posting of Unofficial Scores

Unofficial scores will be available on the Internet at 5:00 p.m. eastern time on the score report dates listed in "Registration and Submission Schedule." For each score report date, unofficial scores will be available on the Internet for approximately two weeks. Unofficial scores may be viewed **only once** on the Internet during the posting period.

Unofficial scores are available to you on the Internet regardless of your registration method. However, you must provide your date of birth when you register in order to be able to retrieve your unofficial scores. If you register on the Internet, you may also request that your unofficial scores be sent to you by e-mail.

To access your unofficial scores on the Internet, select "Score Reporting" on the NYSTCE Web site and follow the instructions provided. You will be required to provide your NYSTCE identification number, which is found on your e-mail registration confirmation and ATS–P materials packet, and your date of birth.

Scores are available on the Internet and by e-mail solely to provide you with preliminary, unofficial notification of your passing status as quickly as possible. Unofficial scores sent by e-mail or posted on the Internet are not acceptable substitutes for an official score report.

## Official Examinee Score Reports

Your official score report will be sent to you by U.S. mail on the score report date published in "Registration and Submission Schedule." Your score report will be sent to the address that you provided during the registration process. If you wish to have your score report sent to a different address, you may log in to your account on the NYSTCE Web site and update your contact information. You may also notify Evaluation Systems of your address change in writing on or before the submission deadline that corresponds to the receipt of your video recording and related materials. Include your full name, social security number, and address change in your written request.

Examinees who have completed the ATS–P will receive a score report indicating a "Pass" or "Not Pass" status (or "Requirements Not Met"). Examinees who do not pass will receive information regarding the specific ATS–P objectives that were not met.

If you have not received your score report two weeks after the score report date, call 1-413-256-2882. Under no circumstances will your official score report information be released in person or by telephone, fax, or e-mail.

## REQUESTING ADDITIONAL COPIES OF YOUR TEST RESULTS

Your testing history, reported as pass/fail status, is available to you through your account on the NYSTCE Web site. See "About *My Account*" for details about creating and using an account.

You may also request additional copies of your test results. Additional copies may be sent to you only and are available for up to three years after the score report date. Please allow two to four weeks from the receipt of the request for delivery.

To submit your request, log in to your account on the NYSTCE Web site, select "View Testing History," and follow the instructions provided. Or you may instead complete the Test Results Request Form and mail it to Evaluation Systems with the correct payment. This form can be found at the back of this registration bulletin.

See "Test Fees and Payment Policies" for information about the fee for obtaining additional copies of your test results. Payment must be made by cashier's check or money order only.

## VOIDING OF TEST SCORES

### Voiding of Test Scores by the NYSED or Evaluation Systems

**For the Assessment of Teaching Skills—Performance (ATS–P) (video), candidates may not cancel the scoring or the score reporting of their ATS–P submission once it has been received by Evaluation Systems.**

If you violate one of the Rules for Assessment of Teaching Skills—Performance (ATS–P) (Video) Participation or if doubts are raised about the validity or legitimacy of your registration, your ATS–P submission, or your scores, Evaluation Systems will notify the NYSED and other parties as deemed appropriate by the NYSED.

Evaluation Systems takes reasonable security precautions in developing and administering NYSTCE tests and in processing test scores. The NYSED and Evaluation Systems reserve the right to void your scores if in their sole opinion there is adequate reason to question your scores' validity or legitimacy, due to misconduct (including, but not limited to, a violation of the rules set forth in the current registration bulletin, including the Rules for Assessment of Teaching Skills—Performance [ATS–P] [Video] Participation) or to circumstances within or beyond your control.

Further action may be taken, including denying, revoking, and/or suspending a teaching certificate. Other actions, as described in Rule 1 of the Rules for Assessment of Teaching Skills—Performance (ATS–P) (Video) Participation, may be taken as deemed appropriate by the NYSED and/or Evaluation Systems.



10. Identify the disability for which you are requesting alternative testing arrangements.

\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

11. List the specific alternative testing arrangement(s) that you are requesting.

\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

12. Documentation (check one of the following):

- I am requesting one of the alternative testing arrangements listed below because of a disability. Medical documentation is not required for the following accommodations:
- Allowance of a medical device (e.g., inhaler) in the testing room
- Wheelchair-accessible facilities
- Frequent breaks (e.g., for those with hypoglycemia or diabetes)
- Use of a magnifying glass, color overlays, or a straightedge (e.g., for those with a visual impairment)
- Use of a pen for a written assignment (e.g., for those with a motor impairment)
- Written copy of the oral directions (e.g., for those with a hearing impairment)
I am requesting alternative testing arrangements other than those listed above because of a physical disability (e.g., visual impairment). Therefore, I have enclosed documentation as indicated in "Registering for Alternative Testing Arrangements."
I am requesting alternative testing arrangements because of a disability other than physical (e.g., learning disability). Therefore, I have enclosed documentation as indicated in "Registering for Alternative Testing Arrangements."

13. Previous alternative testing arrangements (check one of the following):

- I have not previously been granted alternative testing arrangements for the NYSTCE.
I was granted for a previous administration of the NYSTCE the same alternative testing arrangements as I am currently requesting. (Indicate the most recent test date: \_\_\_\_\_. If within the past year, you do not need to resubmit documentation this time.)
I was granted for a previous administration of the NYSTCE different alternative testing arrangements from those which I am currently requesting. (Please explain and include the test date:

\_\_\_\_\_ )
\_\_\_\_\_

14. I have read the 2011-2012 NYSTCE® Registration Bulletin and hereby agree to abide by the conditions set forth in the bulletin, including the Rules of Test Participation for Paper-Based Testing (or, if I am registering for the ATS-P, the 2011-2012 NYSTCE ATS-P Registration Bulletin and the Rules for ATS-P Participation), and I certify that I am the person whose name and address appear on this form. I have completed my test registration and submitted correct payment. I am submitting, together with this completed Alternative Testing Arrangements Request Form, any required documentation as noted in the bulletin. I understand that the information I provide, including any supporting documentation, may be shared with the NYSED in order to process my request. I understand that the deadline for submission of these materials is the regular registration deadline and that, because of space, staff, and time constraints, there can be no assurance that requests received after this deadline can be accommodated. I understand and agree that the alternative testing arrangements I have requested herein will be given due consideration. If, and to the extent that, any such request is granted, I understand that I will be taking the test(s) under alternative conditions.

Signature

Date



# Withdrawal/ Refund Request Form

For Paper-Based Testing  
and ATS-P (Video)

**Mail to:**

**NYSTCE  
Evaluation Systems  
Pearson  
P.O. Box 660  
Amherst, MA 01004-9008  
Fax number: 1-413-256-7088**

**IMPORTANT INFORMATION**

- Use this form if you have already registered for the NYSTCE® and wish to withdraw from one test or withdraw your registration entirely.
- For tests other than the ATS-P (video), you may also withdraw and submit a refund request on the Internet at **www.nystce.nesinc.com**. See "Changing Your Registration."
- In order for you to receive a partial refund for tests other than the ATS-P (video), your Withdrawal/Refund Request Form **must be received by the late registration deadline** (see "Test Dates").
- For all tests except the ATAS and the ATS-P (video), you will receive a refund of \$40 per test withdrawn.
- For the ATAS, you will receive a refund of \$15.
- For the ATS-P (video), you will receive a refund of \$85 only if your request is received by June 8, 2012, and before you have submitted your video recording and/or related documentation.

**1. Name**

Last	First	Middle Initial

**2. Address**     Check here if address is different from address on original registration.

P.O. Box or Street Address														
City or Town										State		ZIP Code		

**3. Social Security Number**

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**4. Date of Birth**

Month		Day		Year	

**5. Test date** for which you are registered (check one). For ATS-P (video), leave blank.

September 24, 2011   
  November 12, 2011   
  February 18, 2012   
  April 21, 2012  
 June 9, 2012   
  July 14, 2012

**6. Test(s)** from which you would like to withdraw (see "Test Selection" for test codes):

<input style="width: 100%;" type="text"/>	Test	<input style="width: 100%;" type="text"/>	Test	<input type="checkbox"/> <span style="border: 1px solid black; padding: 2px;">ATS-P (video)</span>
				Check the box if you are withdrawing from the ATS-P (video).

7. I have read the 2011-2012 NYSTCE® Registration Bulletin, including the Rules of Test Participation for Paper-Based Testing (or, if I am withdrawing from the ATS-P, the 2011-2012 NYSTCE ATS-P Registration Bulletin and the Rules for ATS-P Participation), and I understand these rules and agree to be bound by their terms. I understand that for all tests except the ATS-P (video), this form must be **received** by 5:00 p.m. eastern time on the late registration deadline of the test date for which I had originally registered in order for me to receive a partial refund according to the guidelines presented on this form. For the ATS-P (video), I understand that this form must be **received** by the final submission deadline of the program year (June 8, 2012) and before I have sent in my video recording and/or related documentation. I certify that I am the person whose name and address appear on this form.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date





