

The University of the State of New York
THE STATE EDUCATION DEPARTMENT
STAC & Medicaid Unit, Room 504 EB
Albany, NY 12234

**Instructions 2019-2020 Teacher Certification Funds
Final Expenditure Report**

I. General Instructions

Per a November 2006 memorandum from James P. DeLorenzo, the 2019-20 State budget provided funding for certification for teachers in programs who provide Special Education Services. The Private School Teacher Certification Funds final expenditure report must be completed by each eligible provider detailing costs incurred associated with teacher certification for the 2019-20 school year. As outlined in the November 2006 memo, the funds may have been used for:

- tuition for coursework leading to certification,
- test preparation programs for any tests required for certification.

For details on the November 2006 memorandum, please refer to the online version found [here](http://www.oms.nysed.gov/rsu/Grants/TeacherCert/2006-07PrivateSchoolTeacherCertFunds.html):
<http://www.oms.nysed.gov/rsu/Grants/TeacherCert/2006-07PrivateSchoolTeacherCertFunds.html>

Funds **may not** have been used for the following:

- to enhance staff salaries
- to procure additional staff
- certification of non-teaching staff
- certification in a non-teaching discipline
- employees with initial or provisional teaching certifications.
- Coursework not directly related to the area of certification
- Certification in a discipline not required for a teacher's current assignment
- Supervising or substitute teachers.

Funds may not have been used for any other purpose other than those outlined above. The funds may only have been used on behalf of currently employed teaching staff seeking certification. A Q & A web page is available at: <http://www.oms.nysed.gov/rsu/Grants/TeacherCertQandA.html>.

To qualify for funding, all allowable teacher certification costs must be expended by the provider during the July 1, 2019 - June 30, 2020 year.

Please mail the completed final expenditure report by August 17, 2020 to:

Sheila Costa
NYS Education Department
STAC & Medicaid Unit, Room 514 EB
89 Washington Avenue
Albany, NY 12234

If you have any questions completing the report, please contact Sheila Costa at (518) 474-4178 [Sheila.Costa@nysed.gov].

II. Specific Instructions

A. School Information

School Year – Form is designated for 7/1/2019 to 6/30/2020.

Agency Name – please indicate the DBA name of the special education service/provider.

Mailing Address – please indicate the mailing address of the service provider’s administrative headquarters.

School Code – please indicate the 12 digit school code (known as LEA or BEDS code).

Name of preparer – please provide name of report preparer

Phone # of preparer - please provide phone number of the preparer of this form, including area code.

County – please provide the county name in which the service provider’s administrative headquarters are located.

E-mail address – please provide an email address of the individual who can answer questions regarding this form.

B. Tuition For Professional Staff

Please report all tuition, and incidental costs such as books, student activity/university fees, for each course taken by each teacher towards certification. If a teacher has taken multiple classes in 2019-20, please report the teacher on multiple lines detailing the coursework for each class taken. If additional lines are needed, please expand the file (if electronic) or print on an additional page.

Teacher Name - please provide the name of the teacher who has completed the graduate course towards certification.

Course Name/Institution – please indicate the academic institution where the teacher has attended, and the name of the graduate course per the institution’s syllabus that the teacher has taken towards certification.

Certification Discipline – please indicate the specific teaching certification discipline that the teacher has completed(e.g. special education, speech, etc.).

Fee Per Credit Hour - please indicate the institution’s graduate course tuition fee per credit hour (to the nearest dollar). Include any university fees that were charged on a per-credit hour basis.

Of Credit Hours – please indicate the number of credit hours the teacher has earned for the designated course.

Total Expenses – please report the total expenses associated with the designated course. Include tuition, books required to complete the course, and any mandatory student activity/university fees.

Subtotal – please report the subtotal of all tuition and coursework-related costs listed in this section.

C. Test Preparation Expenses

Please report all expenses associated with test preparation courses/programs that was taken by teachers. Include any course fees and materials needed. If a teacher has taken multiple courses in 2019-2020, please report the teacher on multiple lines detailing the coursework for each course taken.

Teacher Name - please provide the name of the teacher who has taken the test preparation course.

Course Name/Institution – please indicate the academic institution where the teacher has attended, and the name of the course(s) that the teacher has taken for test preparation.

Certification Discipline – please indicate the specific teaching certification discipline that the test preparation course was designed for (e.g. special education, speech, etc.).

Fee Per Credit Hour - please indicate the institution’s course fee per credit hour (or as a flat fee if applicable).

Of Credit Hours – please indicate the number of credit hours the teacher earned for the designated test prep course.

Total Expenses – please report the total expenses associated with the designated test prep course. Include cost of course, required materials, and any mandatory student activity/university fees.

Subtotal – please report the subtotal of all course and coursework-related costs listed in this section.

D. Test Fees

Please report test fees incurred for teachers in 2019-20 towards certification. If a teacher has taken multiple tests in 2019-20, please report the teacher on multiple lines detailing each test that was taken. If the same test is taken multiple times by the same teacher, the test fee may only be reported once and the costs for repeated examinations should be excluded.

Teacher Name - please provide the name of the teacher who has taken a test towards certification.

Testing Institution/Site – please indicate the institution/site where the test has been administered.

Certification Discipline – please indicate the specific teaching certification discipline that the test was for (e.g. special education, speech, etc.).

Test Required – please indicate the name of the test that was taken by the teacher towards certification.

Total Expenses – please report the total fees associated with each test taken by the teacher towards certification.

Subtotal – please report the subtotal of all test fees listed in this section.

Grand Total – please report the total of all expenses of sections A Tuition, B Test Preparation, and C Test Fees.

Certification Statement – Please provide name and title of the Chief Administrative Officer, along with date and original signature.