CNY Alternative Teacher Certification
Application Checklist

Applicant Name: _____

Date: _____

Applications for the Central NY Alternative Teacher Certification Program will open on **January 6, 2026** and close **February 9, 2026**.

Before You Begin

- ☐ Obtain **ALL** unofficial College Transcripts (high school courses that you received college credit for count!)
- ☐ Review program admission requirements
- ☐ Identify **three** professional/academic recommenders
- ☐ Review application deadlines

Required Application Materials

1. District/Building Leader Endorsement Form *(If Applicable)*

- ☐ Set up a meeting with your building/ district leader to let them know that you will be applying for the CNY ATC Program
- ☐ There will be a section in the application to enter in their Name, Title, and Email address
- ☐ **The CNY ATC Program will send an endorsement form directly to this person.**

☐ It is strongly recommended that you inform the listed leader that you are applying to the program and let them know that they will be receiving an endorsement request from CNY ATC.

Notes:

- This is a great way to start a conversation with your administrator to let them know that you are interested in participating in the program.
- Districts will be asked to complete the form, even if they are unable to endorse.
- District/building leader endorsement form is highly encouraged, but **not required to apply- Preference however, will be given to candidates that have district endorsement.**

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2. Letters of Recommendation (3)

☐ Professional Letter of Recommendation 1 submitted
☐ Professional Letter of Recommendation 2 submitted
☐ Professional Letter of Recommendation 3 submitted

Notes:

- Letters of Recommendation should speak to your professionalism, communication, reliability, and potential as an educator.
- Letters must be uploaded and submitted through the online application form.

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3. Current Resume

☐ Resume uploaded
☐ Should include:
    ☐ Education history
    ☐ Employment experience
    ☐ Relevant skills and certifications
    ☐ Volunteer or school experiences (if applicable)

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3. College Transcripts

- ☐ Transcript from Institution #1
- ☐ Transcript from Institution #2 (if applicable)
- ☐ Requirements:
    - ☐ Unofficial transcripts accepted for initial review
    - ☐ Must show degree earned, GPA, coursework, and institution name

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4. Completed Online Application Form

- ☐ All personal information completed
- ☐ Employment history
    - ☐ Your current place of employment.
    - ☐ The full name and address of your employer.
    - ☐ If you work in a school, the school district that you work in
    - ☐ Your current position
    - ☐ Your job duties and responsibilities
    - ☐ If applicable, the subject(s)/grade(s) of the classrooms you work in
    - ☐ List the areas and dates of any substitute teaching
    - ☐ Include any NYS Certifications that you hold, with the dates and expirations if applicable
- ☐ Education history entered
    - ☐ Highest level of education
    - ☐ Subject area of any current or previous degrees
- ☐ Teaching experience
    - ☐ What are your experiences working with students in school settings?
    - ☐ Share what experience(s) you have had leading instruction in a classroom and what you have learned from those experiences.
    - ☐ Share why you are interested in becoming a teacher through the CNY ATC Program
    - ☐ Share what your long term career goals are, following completion of the program
- ☐ Interested teaching field selected
- ☐ All required uploads attached
- ☐ Sign Application Agreement

Notes:

- ● Short answer questions are intended to give us a clearer picture of who you are. It is strongly recommended to complete the short answer questions in a separate document and then copy and paste your answers into the google form once completed.

Before You Submit

- ☐ Ensure all files open correctly (PDF preferred)
- ☐ Documents are clearly labeled (e.g., LastName_Resume.pdf)
- ☐ Recommenders have been notified and aware of deadlines
- ☐ You have let your district/ building leader know that you are applying and to expect and email from the CNY ATC
- ☐ You have reviewed your responses for accuracy

After You Submit

- ☐ Confirmation email received
- ☐ Add CNYATC@cortland.edu to your email contacts
- ☐ Follow-up emails checked (spam folder too)
- ☐ Respond promptly to any requests for missing information

Notes:

- You will be able to go back and adjust your answers and upload additional information if needed- **Please do not complete a separate application**

Notes / Reminders: