

Distance Education

Applicants required to complete one or more coursework deficiencies may be able to satisfy these requirements by taking coursework that is offered via the internet or by paper correspondence (distance learning).

About colleges and universities that offer distance education:

When deciding where or how to take distance education classes, the best place to start your investigation is at the institution itself. Be certain that the college or university is acceptable BEFORE you spend time investigating the specific classes they may offer. Following are some pointers:

- The coursework MUST be offered by a “regionally accredited institution of higher education”. If you are not sure about whether a college or university is regionally accredited, you may check the Database of Institutions and Programs at: <http://www.chea.org/> or you can check <http://www.ope.ed.gov/accreditation/Search.aspx>
- If the coursework you are completing is pedagogical, it MUST ALSO be offered by an institution that has an “approved teacher education program” for that grade level/subject. If you are uncertain of this, you can check with your BOCES certification office.

Deciding which distance classes meet your needs:

For each class being taken via distance education you must attach a letter from the university registrar’s office that verifies the following:

- That the coursework can be accepted toward the completion of a degree at that institution,
- That the coursework is also offered to students in residence,
- And that your grade(s) for the coursework will be computed into your overall g.p.a.

Please do not attach a statement from the school’s website, as this information can be unclear or otherwise misleading. You must get written verification from the registrar’s office.

Additionally, if the coursework you are completing is part of your pedagogical core, the letter must also state:

- That the coursework is “PART of an approved teacher education program that leads to certification in that institution’s home state”.

And finally, if the coursework is part of your specialized pedagogical core (for certification in an area such as Literacy, Special Education, ESOL or Bilingual Ed.), then the letter must also state:

- That the coursework is part of that specific teacher ed program.

For your convenience, please see the Distance Ed Verification Form letter that can be sent to the Registrar for completion. This form letter can be found on the Quick Links and Facts page on the www.tstboces.org Certification pages.

Additional guidance on appropriate coursework to satisfy any unmet coursework requirements may be found at www.highered.nysed.gov/tcert/faqcw.html