

PRE-K STUDY PLAN FAQ

A Unique Opportunity for Not-Yet-Certified Teachers

What is a Study Plan Lead Teacher?

Study plan teachers are not-yet-certified teachers who are eligible to work as *Pre-K for All* Lead Teachers in our community-based NYC Early Education Centers (NYCEECs).

In order to qualify as a teacher on a study plan, a candidate must meet the following three requirements:

- **Education.** Candidates must possess a minimum of a Bachelor's degree in education or a related field.
- **Early Childhood Experience.** Candidates must have completed some early childhood education coursework OR have significant experience working in early childhood education (with children under the age of 6).
- **Study Plan.** Candidates must develop a 'study plan' that will lead to NY State Early Childhood Certification within 3 years of hire.*

How do I know if this is the right opportunity for me?

This is an ideal role for aspiring early childhood educators who are ready to take the next step in their teaching careers. While we welcome candidates of varying backgrounds, all teachers on a study plan must be ready to teach full-time while completing the necessary certification requirements.

Ideal Study Plan candidates include:

- **Experienced educators who have not yet obtained their NY State certification.** Do not let your early childhood expertise go to waste; join *3-K for All* and *Pre-k for All* as a Study Plan Lead Teacher while completing your remaining requirements.
- **Undergraduate or graduate early childhood education students.** Actualize your coursework with hands-on classroom experience. As a lead teacher on a study plan, you will learn to manage your classroom with the support of your NYCEEC team, and engage our city's youngest learners.
- **Teachers who are certified in another state but have not yet secured a NY State teaching license.**

*How do I put together a 'study plan'?

Teachers on a study plan make a commitment to obtain their NY State teaching certification within 3 years of being hired. All candidates should be ready to discuss their study plan when interviewing for positions.

The key elements of a study plan include:

- **Teacher Preparation Program.** Study Plan candidates should find a program that meets their educational goals and allows for a flexible schedule. View a list of approved Teacher Preparation Programs on the [NY State Certificate website](#).
- **NY State Certification Examinations.** Click here to see a full list of required examinations. Explore certification requirements on the [NY State Requirements website](#).

My NYCEEC hiring manager is asking for proof that I am on a Study Plan; what verification can I provide?

Teachers on a study plan should be ready to provide employers with proof that they are on track to become certified within 3 years of hire.

Acceptable forms of documentation include:

- **Letter of good standing from your University.** Contact your university advisor for a letter of good standing.
- **Early Childhood Education Transcript.** Show your NYCEEC that you have successfully completed early childhood coursework.
- **Enrollment Email.** Share an e-mail that shows you have officially enrolled to start your Early Childhood Teacher Preparation Program.
- **TEACH Account.** Provide your NYCEEC with a copy of the examinations you have passed and/or scheduled.
- **Outlined Study Plan.** Put together a plan outlining how you intend to meet your certification requirements (teacher preparation coursework and NYS exams) within the mandated 3 year period.

Upon hire, candidates are encouraged to work with their NYCEEC hiring managers to develop a more detailed and individualized study plan that agrees with their teaching schedule. We also recommend that candidates discuss certification exam preparation and scheduling with University advisors.