

New York State Department of Civil Service
Division of Classification & Compensation

Classification Standard

Occ. Code 3566100

Education Credentials Specialist 1, Grade 18	3566100
Education Credentials Specialist 2, Grade 23	3566200
Education Credentials Specialist 3, Grade 27	3566300

Brief Description of Class Series

Education Credentials Specialists review and evaluate applications for professional licenses, teaching certificates or related credentials for compliance with New York State (NYS) requirements. They provide information on Education Law and Regulations pertaining to teacher certification and/or licensure qualifying programs, professional licensure and/or professional practice entities; and research educational programs and related professional licensure qualifications in the United States and other countries to evaluate their equivalency to established standards. These positions are found only in the State Education Department.

Distinguishing Characteristics

Education Credentials Specialist 1: performance level; follows established guidelines or regulations in planning and carrying out their review/evaluations.

Education Credentials Specialist 2: first supervisory level; supervises two or more Education Credentials Specialists 1 and clerical positions; performs more difficult and/or sensitive reviews and exercises more independent judgment within an assigned area of responsibility; assists in developing and implementing office wide or profession specific policies and procedures on reviewing education documents.

Education Credentials Specialist 3: second supervisory level; supervises several units headed by Education Credentials Specialists 2; is primarily responsible for a substantial part of a program office, which includes performing sensitive evaluations, serving as first point of contact for internal and external parties, and supporting policy changes during both development and implementation.

Related Classes

Assistants and Associates in Higher Education register new programs and proposals, provide technical assistance, and revise established programs.

Assistants and Associates in Teacher Education monitor academic quality in all undergraduate and Masters Degree programs (except those leading to a professional license) in public, independent and proprietary degree-granting institutions, and review existing teacher education programs to determine conformance with teacher education requirements.

Assistants and Associates in Professional Education review, approve, and monitor academic quality in registered programs leading to a professional certification or license.

Illustrative Duties

Education Credentials Specialist 1

Uses established standards of acceptance and rejection, assesses applicant or professional practice entity eligibility for certification or licensing or the validity of other requests for an authorization to teach in an NYS State public school based on information presented by the applicant/requestor and other relevant parties.

Explains and interprets education law, agency regulations, policies and/or procedures to applicants, State and local educational agencies and the general public regarding specific credentials and advises on possible courses of action needed to complete applications or meet requirements.

Researches school and/or program registration or accreditation inside and outside of the United States and evaluates their comparability when candidates apply for a State Education Department certification or license.

Assists higher level Education Credentials Specialists and clerical staff in the analysis of more difficult reviews; maintains records of work performed and communication with stakeholders.

Education Credentials Specialist 2

May perform all duties of Education Credentials Specialist 1.

Supervises and trains staff on program policies, procedures, practices and certification/licensure standards, assigns and reviews completed work for quality and quantity and evaluates work performance, identifying areas of weakness or inaccuracy and recommending performance improvement.

Supervises and has primary responsibility for processing applications for a group of professions, related practice entities or specific categories of teaching.

Assists in providing operational and technical assistance to a diverse group of customers, including internal professional staff and related State, local and private educational agencies.

- Provides information and technical assistance to local and private education officials in quality assurance and certification matters.
- Resolves applicant problems and complaints and responds to complex certification questions.
- Assists in the interpretation of regulatory and agency standards for certification/license to State entities and local educational agencies.
- Works with the staff of private credentialing organizations or corporate filing entities to resolve problems and assure NYS standards are met.
- Works with other agency staff, representatives of professional schools and organizations outside of the United States and governmental regulatory bodies of other countries to resolve issues regarding professional credentials.
- Corresponds with education and professional regulatory agencies and representatives of national accrediting bodies in the United States and other countries to evaluate the acceptability of specific educational/professional programs for licensure or certification in NYS.

Assists in the planning, development, and implementation of program initiatives and activities.

- Assures that work plans are formulated in accordance with the agency's established guidelines.
- Assures that regulatory policies are formulated consistent with the agency's mission.
- Identifies problems in operational procedures and assists in developing corrective action plans.
- Consults with internal professional staff as appropriate in collaborative efforts to evaluate professional credential requirements that do not fall within existing guidelines.
- Assists in developing and revising forms, guidelines, procedures, and publications.

Performs the full range of supervisory responsibilities.

Education Credentials Specialist 3

May perform all duties of Education Credentials Specialist 1 and 2.

Provides guidance, technical assistance, and policy direction related to the collection, interpretation or evaluation of education credentials.

- Interprets education policies, Education Law and NYS Codes, Rules and Regulations as they apply to unique cases.

- Resolves applicant problems and complaints and responds to complex certification/licensure questions.
- Serves as a liaison to college and university educator preparation programs.
- Supports the office director by researching and implementing data-based decisions to optimize workflow internally and communicate with external stakeholders.
- Completes FOIL and TRIM reports as requested.

Directs the formulation and implementation of operational policies and procedures for an assigned area.

- Assists in the development and oversight of risk management assessments and activities providing insight and counsel on the development of Internal Controls Self-Assessment
- Oversees special program plans and policies to facilitate quality standard by monitoring progress of new activities, initiatives and programs.
- Works independently in planning, implementing, collecting data, and coordinating and administering program activities.
- Reviews and recommends regulatory revisions, oversees State regulation on related programmatic areas (i.e., BOCES evaluation of teaching credentials application) for administrative compliance.
- Leads process improvement teams.

Represents the agency on both ongoing and selected national or state academic organizations, professional credentialing organizations or associations, public interest groups and task forces.

Acts as spokesperson for the unit or bureau in various public forums.

Performs the full range of administrative supervisory responsibilities.

Minimum Qualifications

Education Credentials Specialist 1

Open Competitive: Six years of experience* reviewing and evaluating applications for professional licenses, teaching certificates, or related credentials for compliance with New York State requirements.

OR four years of the experience* described above and completion of a two-year traineeship.

*Substitution: Associate's degree may substitute for two years of specialized experience; bachelor's degree may substitute for four years of specialized experience;

master's degree may substitute for five years of specialized experience; J.D. may substitute for six years of specialized experience.

Education Credentials Specialist 2

Promotion: one year of service as an Education Credentials Specialist 1.

Education Credentials Specialist 3

Promotion: one year of service as an Education Credentials Specialist 2.

Note: Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

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