



Regulation of the Chancellor

Category: PEDAGOGICAL PERSONNEL

Number: [C-225](#)

Subject: EDUCATION ADMINISTRATOR – INSTRUCTION SPECIALIST LICENSE REQUIREMENTS

Issued: 02/12/92

SUMMARY OF CHANGES

This regulation prescribes the license requirements for Education Administrators in the titles of Instruction Specialist and Senior Instruction Specialist, and in the titles of Education Information Analyst.

There are no changes in this regulation.



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1. Applicability

This regulation prescribes license requirements for Education Administrators in the titles of Instruction Specialist and Senior Instruction Specialist, and in the titles of Education Information Analyst.

2. Satisfaction of Requirements:

a. For Instruction Specialist and Senior Instruction Specialist license titles, the Commissioner of Education has determined that the appropriate credential is the Certificate for School Administrator and Supervisor and, therefore, as prescribed by law, that certification is required to satisfy requirements for these licenses.

(1) **For Conditional Licensure:** Applicants for Instruction Specialist and Senior Instruction Specialist titles must present satisfactory evidence of possession of a Certificate of Qualification, Provisional or Permanent Certificate as School Administrator and Supervisor (SAS) by the close of the application period or as otherwise stipulated in accordance with Regulation C-205. A Certificate for School District Administrator (SDA) may be substituted for any certification for School Administrator and Supervisor and shall be credited toward satisfying the requirements for full licensure.

(2) **For Full Licensure:** Unless a New York State Certificate as School District Administrator or a Permanent State Certificate was submitted previously, applicants must submit the corresponding Permanent State Certificate no later than the date by which their New York State Provisional Certificate for School Administrator and Supervisor expires.

Within two years of the date of appointment, applicants must have completed:

1. 6 semester hours of collegiate study of approaches to the teaching of special education children, including the characteristics and problems of these children and the ways of meeting their special needs. In lieu of 3 semester hours of the specified 6 semester hours in special education, an applicant may offer in-service course work in special education designated for this purpose by the Executive Director of Human Resources. Such in-service course work must supplement or be in addition to the preparation for State Certification.
2. 2 semester hours of collegiate study in human relations courses specifically approved for this purpose by the Executive Director of Human Resources, or two semester hours of in-service course work in human relations specifically approved for this purpose by the Executive Director of Human Resources. Such in-service course work must supplement or be in addition to the preparation for State Certification.



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- b. For Education Information Analyst license titles, the Commissioner of Education has determined that no comparable New York State Certificate exists.
- (1) **For Conditional Licensure:** Applicants for Education Information Analyst titles must, by the close of the application period or as otherwise stipulated in accordance with Regulation C-205, present satisfactory evidence of possessing a baccalaureate degree from a recognized higher institution including or supplemented by study in computer science, mathematics and statistical analysis and such other areas in combination as may be appropriate to the requirements of the particular position to be filled.
 - (2) **For Full Licensure:** Within five years of the close of applications, applicants for Education Information Analyst titles must present satisfactory evidence of possessing a master’s or higher degree from a recognized higher institution as appropriate to the requirements of the particular position to be filled.
 - (3) **License Titles Authorized:** The establishment of the license titles which follow was approved by resolutions of the Board of Education adopted on the date shown after each title.

Salary Level	Authorized	License Title
I –II	9/17/1980	Assistant Examiner School Personnel Instruction Specialist
III-IV	9/17/1980	Senior Assistant Examiner School Personnel Instruction Specialist
I – II	8/15/1979	Curriculum Development and Coordination Instruction Specialist
III – IV	8/15/1979	Senior Curriculum Development and Coordination Instruction Specialist
I – II	9/17/1980	Educational Research, Evaluation and Program Planning Instruction Specialist
III – IV	9/17/1980	Senior Educational Research, Evaluation & Program Planning Instruction Specialist



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Salary Level	Authorized	License Title
I – II	9/17/1980	Funded Programs Management Instruction Specialist
III – IV	9/17/1980	Senior Funded Programs Management Instruction Specialist
I – II	9/17/1980	Program Director of Alcohol and Substance Abuse Prevention and Education Instruction Specialist. (Senior Title Not Authorized)
I – II	1/7/1981	Pupil Personnel Supportive Services Instruction Specialist
III – IV	1/7/1981	Senior Pupil Personnel Supportive Services Instruction Specialist
I – II	5/7/1980	Special Education Program Specialist
III – IV	6/5/1985	Senior Special Education Program Specialist
I – II	8/15/1979	Staff Development and Training Instruction Specialist
III – IV	8/15/1979	Senior Staff Development and Training Instruction Specialist
I – II	8/15/1979	Subject Area Instructional Program Management Specialist
III – IV	8/15/1979	Senior Subject Area Instructional Program Management Specialist
*	10/26/1976	Education Information Analyst
*	10/16/1976	Supervising Education Information Analyst
*	10/16/1976	Chief Education Information Analyst

*** Salary to be determined upon implementation of title.**



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3. Inquiries

Inquiries concerning this regulation should be directed to:

Chief Administrator, ORPAL Licensing
New York City Board of Education
65 Court Street - Room 401
Brooklyn, New York 11201
Telephone: **(718) 935-5868**

Notes and Changes

1. Regulation C-225 was initially enacted by the Chancellor as C-273 (January 17, 1981) and C-274 (November 18, 1982). On October 16, 1990 effective January 1, 1991, the substance of Regulations C-273 and C-274 was changed to conform to Chapter 650 of the Laws of 1990 and consolidated into one document.
2. On February 12, 1992, Regulation C-225 was amended for Instruction Specialist and Senior Instruction Specialist
 - a. to require, within two years of the date of appointment, 6 semester hours of collegiate study of approaches to the teaching of special education children and 2 semester hours of collegiate study in human relations courses.
 - b. to accept a certificate for School District Administrator (SDA) as a substitute for any certification for School Administrator and Supervisor so that the requirements parallel the requirements for other supervisory licenses.