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# Regulation of the Chancellor

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Category: PEDAGOGICAL PERSONNEL

Number: C-251

Subject: LICENSE REQUIREMENTS

Issued: 09/05/00

- A. Teacher of Basic English as a Second Language to Adults
- B. Teacher of Basic Literacy to Adults
- C. Teacher of Occupational Subject to Adults

## SUMMARY OF CHANGES

This regulation supersedes and replaces C-251 – dated 5/25/92

It incorporates and eliminates:

C-252	dated 5/25/92
C-292	dated 5/25/92

The regulation sets forth the requirements for license of Teacher of Basic English as a Second Language to Adults, Teacher of Basic Literacy to Adults and Teacher of Occupational Subject to Adults.



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Page: 1 of 4

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## Incorporates C-251, C-252 and C-292

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### **A. TEACHER OF BASIC ENGLISH AS A SECOND LANGUAGE TO ADULTS**

#### 1. Applicability of Regulation

This regulation prescribes requirements for the license as Teacher of Basic English as a Second Language to Adults.

#### 2. Preparation Required for Conditional Licensure

By the close of the application period or as otherwise stipulated in accordance with Regulation C-205, applicants must possess either:

- a. a New York State Permanent Certificate, Provisional Certificate or Certificate of Qualification valid under Commissioner's Regulation 80.10 for teaching English to speakers of other languages (N-12);

**or**

- b. a valid New York City regular license for Teacher of English as a Second Language.

#### 3. Preparation Required for Full Licensure

- a. Applicants must possess the corresponding New York State Permanent Certificate not later than the date by which the New York State Provisional Certificate expires.
- b. Within two years of the date of appointment, applicants must have completed 2 semester hours of collegiate study in human relations specifically approved by the Executive Director of the Division of Human Resources, or 2 semester hours of in-service course work in human relations specifically approved by the Executive Director of the Division of Human Resources. Such in-service course work must be in addition to the preparation for State certification.

### **B. TEACHER OF BASIC LITERACY TO ADULTS**

#### 1. Applicability of Regulation

This regulation prescribes requirements for license as Teacher of Basic Literacy to Adults. There is no New York State Certificate which is comparable to this license title.

#### 2. Preparation Required for Conditional Licensure

By the close of the application period or as otherwise stipulated in accordance with Regulation C-205, applicants must possess either:

- a. a New York State Permanent Certificate, Provisional Certificate or Certificate of Qualification valid for teaching service in any field other than for an occupational or



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Category: PEDAGOGICAL PERSONNEL

Number: C-251

Subject: LICENSE REQUIREMENTS

Page: 2 of 4

- A. Teacher of Basic English as a Second Language to Adults
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- C. Teacher of Occupational Subject to Adults

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vocational subject;

or

- b. a valid New York City regular license for any teaching area other than for an occupational or vocational subject.

### 3. Preparation Required for Full Licensure

- a. Applicants must possess a New York City Permanent License or New York State Permanent Certificate valid for teaching service in any field not later than the date by which the corresponding New York City Conditional License or New York State Provisional Certificate expires.
- b. Within two years of the date of appointment, applicants must have completed 2 semester hours of collegiate study in human relations specifically approved by the Executive Director of the Division of Human Resources, or 2 semester hours of in-service course work in human relations specifically approved by the Executive Director of the Division of Human Resources. Such in-service course work must be in addition to the preparation for State certification.

## C. TEACHING AN OCCUPATIONAL SUBJECT TO ADULTS

### 1. Applicability of Regulation

This regulation prescribes license requirements for teaching an occupational subject to adults for which licenses have been established. As noted, for each license to teach an occupational subject to adults, there is also established a license for teaching the subject bilingually:

Teacher of an Occupational Subject to Adults; and

Bilingual Teacher of an Occupational Subject to Adults.

### 2. Licenses For Teaching an Occupational Subject to Adults

Appliance Repair, Architectural Drafting, Armature Winding and Motor Repair, Auto Body Repair and Painting, Automobile Mechanics, Aviation Mechanics,

Baking, Barbering, Block Engraving, Boat Building, Building Maintenance, Business Machine Maintenance and Repair,

Cabinet Making, Cafeteria and Catering, Carpentry, Climate Control, Clock and Watch Mechanics, Commercial Art, Computer Maintenance and Repair, Cosmetology \*, Costume Design and Illustration, Costume Sketching, Culinary Arts, Custom Tailoring,

Dental Laboratory Processing, Dental Office Assisting \*\*,



# Regulation of the Chancellor

Category: PEDAGOGICAL PERSONNEL

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Page: 3 of 4

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Electrical Installation and Practice,  
Floristry, Flower and Feather Making, Fur Cutting and Operating,  
Garment Machine Operating, Garment Pattern Making, Grading and Cutting, Gas and Electrical Welding, General Mechanics,  
Hat Blocking and Cutting,  
Instrument Making, Interior Decorations (Needle Trade Skills),  
Jewelry Design, Jewelry Making, Jewelry Repair,  
Ladies Garment Design, Layout and Design in Printing,  
Machine Knitting, Machine Shop Work, Machine Typesetting Maintenance, Maritime Trades (Deck), Maritime Trades (Engine), Maritime Trades (Steward), Meat Merchandising, Mechanical Drafting, Mechanical, Structural and Civil Technologies, Men's Clothing Manufacturing, Mill Machinery, Motion Picture Sound Operating,  
Newspaper Presswork, Nursing \*\*\*,  
Office Machine Operating, Offset Photo and Plate Making, Offset Presswork, Offset Mechanics,  
Painting and Decorating, Plastering, Plastics, Plumbing, Presswork, Printing (Cold Type Composition),  
Radio and Television, Refrigeration and Air Conditioning, Related Technical Subjects (Biological and Chemical), Related Technical Subjects (Textiles),  
Sheet Metal Work, Special Garment Machine Operating, Stage Design,  
Textile Design, Trade Dressmaking, Trade Millinery, Typesetting,  
Undergarment Manufacturing, Upholstery,  
Weaving and Design, Woodturning and Pattern Making.

\* Validity for teaching cosmetology is contingent on possession of a current New York State license as a cosmetologist.

\*\* Validity for teaching dental office assisting is contingent on continued possession of a current New York State registration as a dental hygienist.

\*\*\* Validity for teaching nursing is contingent on continued possession of a current New York State registration as a professional nurse.

### 3. Preparation Required for Conditional Licensure



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Page: 4 of 4

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By the close of the application period or as otherwise stipulated in accordance with Regulation C-205, applicants must possess either:

- a. a New York State Permanent Certificate, Provisional Certificate or Certificate of Qualification valid under Commissioner's Regulation 80.5 for the occupational subject of the license;

**or**

- b. a valid New York City regular license in the same occupational subject.

**N.B.** Persons applying for provisional certification in certain occupational teaching areas that do not require a baccalaureate degree for the provisional certificate may delay taking the LAST/ATS-W Tests until such time as an application for a permanent certificate is filed with the New York State Department of Education.

#### 4. State Certificate Required for Conditional Bilingual Licensure

In addition to the preparation set forth in 3 above, applicants for a bilingual license must possess a New York State Certificate or Statement of Continued Eligibility valid under Commissioner's Regulation 80.9 for bilingual service in the field and language specialty of the license.

#### 5. Preparation Required for Full Licensure

- a. Applicants must possess the corresponding New York State Permanent Certificate not later than the date by which the New York State Provisional Certificate expires.
- b. Within two years of the date of appointment, applicants must have completed 2 semester hours of collegiate study in human relations specifically approved by the Executive Director of the Division of Human Resources, or 2 semester hours of in-service course work in human relations specifically approved by the Executive Director of the Division of Human Resources. Such in-service course work must be in addition to the preparation for State certification.

## **D. 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**