Sample Letter to Confirm College Students' Certification Progress

The letter below details the information the NYC Department of Education requires from current students applying to be teachers. Please pay attention to the items in bold. The items in **green** italics are for out-of-state students.

[Letter must be on college or university letterhead]

Date

To Whom It May Concern:

This letter serves to confirm that [insert applicant name] is **in good standing in a New York State-approved (out-of-state-approved) program of study** leading to the degree of [insert program/subject area]. The expected date of degree conferral is [insert date].

Based on this student's progress, [he/she] is on track to complete all program requirements - coursework, testing, workshops, and field experience - as outlined by both the New York State **(your state)** Education Department and [insert university name]. **We expect to recommend [him/her] for New York State (your state) certification, effective September 1, 2015.** (Out-of-state applicants only: **The type and level of this certificate will be [insert type and level]**).

Sincerely,

[insert name]
[insert title]
[insert university]