

# Hunter College

TESOL K-12

ED PREP NYC

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## Welcome to Hunter College

It is a great pleasure to introduce you to the Hunter College School of Education. Founded in 1870 as New York City's first teacher-preparation school, Hunter continues its deep commitment to advancing our understanding and practice of education in an urban context and engaging our students as they prepare to enter increasingly complex and diverse communities as professionals in education. Through research, teaching and community engagement, SOE faculty, staff, and students make significant contributions to improving the lives of youth, families, and the community.

Under the leadership of President of Hunter College Nancy Cantor, and School of Education Dean Julie Gorlewski, SOE faculty, staff, and students make significant contributions to improving the lives of youth, families, and the community. Graduates of our programs assume roles of responsibility and leadership in PreK-12 classrooms, schools and school districts, research and policy centers, and community agencies. By using reflective practice and translating research into action, they are prepared to guide the academic, social, and emotional development of children, adolescents, and adults.

The Hunter College School of Education relies on strong partnerships in local schools and agencies to enhance the experience of our students. We believe our work is built on the strengths and assets of the dynamic urban community in which we live.

Hunter School of Education is committed to developing reflective, knowledgeable, and highly effective educators, administrators and counselors. We strive to advance scholarship that enriches our understanding and improves the conditions of our communities. We believe that the transformative power of education, an essential tenet of democracy, can only be realized by interrupting societal inequities and injustices. Our many programs are designed to satisfy a wide range of professional needs and interests, and you will find superior courses of study that will help you thrive and succeed.

The Hunter College School of Education is dedicated to the preparation of deeply thoughtful, knowledgeable, and highly effective teachers, administrators, and counselors. Our commitment is to educate these candidates—future professionals who will make a significant impact on the academic achievement, as well as the intellectual, social, and emotional development of their students.

We look forward to answering your questions and welcoming you to our talented and diverse educational community.

*Hunter College*

## Hunter College School of Education Contact Information

### Main Website:

[Hunter's School of Education](#)

### Location:

East 68<sup>th</sup> St & Lexington Ave  
Manhattan, NY  
School of Education, Room West 1000

## Completing your Enrollment

Now that you have your university assignment, you will need to complete your university enrollment. Instructions for your next steps are detailed below.

### Online Application

Hunter Application Due Date: **November 21, 2025**

The online application is located [here](#). You will be asked to upload the following:

- One scanned, *unofficial* transcript from each post-secondary institution you have attended, including undergraduate and graduate institutions where you have earned (or will earn) credits.
- **If you attended an institution outside of the United States**, you must also upload *unofficial* copies of your original international transcripts in the native language, a copy of your diploma, **AND** a translated course by course evaluation report completed by one of the following private evaluation services listed below:
- Academic Credentials Evaluation Institute, Inc. – <https://acei-global.org/evaluation-services/>
- Education Credential Evaluation Inc. – <https://www.ece.org/>
- Evaluation Service Inc. – <http://www.evaluationservice.net/>
- Foreign Credential Evaluations, Inc. – <https://fceatlanta.net/>
- International Education Evaluations (IEE) – <https://myiee.org/>
- Josef Silny & Associates Inc., International Education Consultants <https://www.jsilny.org/> – [Foreign Credential Evaluation Application Hunter College CUNY-Graduate](#)
- Scholaro – <https://www.scholaro.com/reports/credential-evaluation>
- SpanTran: The Evaluation Company – <https://www.spantran.com/>
- World Evaluation Services, Inc. – <https://www.wes.org/>

## Official Transcripts: Due December 5, 2025

One *official* transcript from each post-secondary institution you have attended is due by **December 5, 2025**. Hunter College can only accept the following:

- **Electronic official transcripts** that are sent directly by the institution to [soe.opp@hunter.cuny.edu](mailto:soe.opp@hunter.cuny.edu) and that include an electronic certificate of authenticity from the institution's registrar.
- **Paper official transcripts** that are unopened and in the original envelope under official seal.
- If you attended an institution outside of the United States, you must submit an official sealed copy of this transcript and an official copy of your course-by-course evaluation.

We highly encourage you to submit **electronic official transcripts** if possible. If you are unable to obtain an e-transcript because your institution doesn't offer e-transcripts, you may order official paper transcripts and have them mailed to:

Graduate Admissions Office  
Hunter College  
School of Education  
695 Park Avenue, North Building Room 223  
New York, NY 10065

## Immunization Forms: Due December 5, 2025

You must complete and sign your [Hunter College Immunization Form](#), with appropriate supporting medical documentation, and be prepared to upload it to your CUNYFirst account. Further instructions on how to upload proof of vaccination will be emailed to you after you've been processed and gained access to the CUNYFirst system.

- Documentation of immunization status is required to begin coursework, and immunization records will not be accepted without submitting the Hunter College Immunization Form. You will fall into one of these two scenarios:
  - You already have complete immunization records **on record with CUNY**, perhaps from your undergraduate or graduate institutions, in which case you will **ONLY** complete the Hunter College Immunization Form, Parts 1 and 3. You do not need to have a physician complete Part 2. (Attach your supporting immunization records to the Hunter College Immunization Form)
  - **OR** -
  - You do not have complete immunization records in which case you must visit a physician and submit the Hunter College Immunization Form for completion. Then your physician must complete Part 2 and certify with their signature and medical stamp.
- If you have questions about your immunizations, please reach out to the Health Services office: [healthandwellness@hunter.cuny.edu](mailto:healthandwellness@hunter.cuny.edu).

## TOEFL/IELTS: Due December 5, 2025

Applicants who earned bachelor's degrees outside the U.S. or took 90 or more credits of undergraduate courses outside the U.S. must take the Test of English as a Foreign Language (TOEFL) **or** the International English Language Testing System (IELTS) exam. To read more about the TOEFL/IELTS and the minimum score requirement for Hunter's School of Education, click [HERE](#).

# Hunter College School of Education

## Events and Schedule

The Hunter College School of Education is dedicated to the preparation of deeply thoughtful, knowledgeable, and highly effective teachers, administrators, and counselors. The Hunter College School of Education is committed to educating future professionals to make a significant impact on the academic achievement, as well as the intellectual, social, and emotional development of their students.

## Orientation: The Hunter College Welcome Event

The Spring 2026 semester will include numerous touchpoints between incoming Hunter College teacher candidates and program staff and faculty in an effort to support students during their transition into the institution.

The first meeting will be the Hunter College Welcome Event:

- **December 2025**
- Additional details will be provided by email

## Hunter Schedule for Summer 2026

Hunter summer coursework: TBA – exact dates will be shared with you in the spring.

## Certification Exam Preparation

Students will have the opportunity to attend test prep workshops designed to support them in completing their certification exam requirements.

- Dates for all workshops will be provided during Spring 2026.

## Your Certification and TEACH Account

### Being Recommended for Certification by Your University

Upon successful completion of the requirements, your university will recommend you for certification.

**You must still apply for your certification** in order for NY State to issue your certification. Neither your university nor the NYCTC are your certifying body. The New York State Department of Education (NYSED) will ultimately make the decision about certifying you for teaching. However, your college will evaluate your readiness and have authority over the decision to ultimately recommend you to NYSED if you have met qualifications.

**Transitional B Certification:** This is the certificate you will need to apply for in the summer to begin teaching in September 2026. A Transitional B Certificate is valid while you are enrolled in coursework *or* up to three years, which means that you must complete your master's degree within that time frame. See the "Your TEACH Account" section for more information on the process of securing your Transitional B Certificate. You will need to pay a \$50 application fee online using your NY State TEACH account.

**Initial Certification:** This is an entry-level certificate for classroom teachers. It is issued in a specific subject and grade. It is valid for up to five years and leads to a professional certificate. You will apply for the Initial Certificate when you complete your master's degree and Initial Certification requirements. Your college will provide you with information on applying for the Initial Certificate as you get closer to graduation. You will need to pay a \$50 application fee online using your NY State TEACH account.

**Professional Certification:** For this, you will need the Initial Certification requirements plus three years of relevant work experience and any other requirements needed at that time such as INS Permanent Residence or U.S. Citizenship. You will need to pay a \$50 application fee online using your NY State TEACH account.

## Your TEACH Account

- To apply for your Transitional B Certificate, you must first create an account on the [TEACH portal](#). **The deadline to create your TEACH Account is January 31, 2026.**
- Creating, updating, and maintaining your certification through your TEACH account is a unique process for each applicant. Your university will support you. If you have any questions, contact your university coordinator.
- **Please ensure you do not create a duplicate TEACH account.** If you have an account via your prior work in a school or if you have a NY.gov account already, this is the same account you will use for your TEACH account and supporting materials (NYSTCE, fingerprinting, certification recommendations).
- **Test Scores: All NY State teacher certification exams must be completed by June 1, 2026.** Passing scores on all exams are required by late August in order for your university to recommend you for a Transitional B certificate so that you are eligible to begin teaching in September. You must monitor your TEACH accounts to be sure that your scores (EAS, CST) are posted to your account. You should retain all records of your score reports and certificates. You may need to provide your scores to Hunter College.
- **Workshops:** To be eligible for your Transitional B Certificate, you must demonstrate completion of the required workshops, e.g. NY State Mandated Reporter Certification and NY State SAVE Certification. If you have already completed these workshops through a different program, be sure that you have the proof uploaded to your TEACH account. You must retain proof of all workshops you complete in case documentation is requested. The deadlines to complete the workshops will be provided to you.

## Prerequisite Liberal Arts Coursework

Hunter College will conduct a review of your transcripts to determine if additional courses are needed to satisfy liberal arts requirements to comply with [New York State requirements](#) for teacher certification.

New York State standards expect teacher candidates education background to include, but not be limited to, studying the artistic expression, communication, information retrieval, concepts in history and social science, humanities, a language other than English, scientific and mathematical processes, and written analysis and expression. You may be able to fulfill these requirements through the [College Level Examination Program \(CLEP\)](#) at Hunter College or at other accredited institutions. These courses are not subsidized by the Ed Prep NYC Program, so you will be financially responsible for supplemental courses or exams.

More information will be provided on an individual basis by Hunter College during the first week of coursework. Contact your university coordinator if you have additional questions.

## University Support and Resources

We recognize you may have questions about enrolling at your university therefore, we have provided contact information and guidelines below to help direct you to the best resource.

University Coordinator	Ed Prep NYC Program Staff
<p><b>Contact when you have questions about...</b></p> <ul style="list-style-type: none"> <li>• Your certification</li> <li>• Accepting a particular teaching position</li> <li>• Your immunization forms</li> <li>• First day reporting instructions</li> <li>• Admissions process or requirements</li> <li>• University coursework</li> <li>• Your Field Consultant</li> <li>• Your liberal arts coursework requirements</li> <li>• Your TEACH account</li> </ul>	<p><b>Contact when you have questions about...</b></p> <ul style="list-style-type: none"> <li>• Pre-service professional learning</li> <li>• Conducting your job search</li> <li>• Accepting a teaching position in the "Hiring Criteria" section of this guide</li> </ul>
<p><b>Hunter College Contact Information:</b></p> <p><i>General Questions:</i>  <b>Flavia Tomori</b>, Assistant Director  <a href="mailto:ft21@hunter.cuny.edu">ft21@hunter.cuny.edu</a></p> <p><b>Mary McNally</b>, Administrative Coordinator  <a href="mailto:mm14276@hunter.cuny.edu">mm14276@hunter.cuny.edu</a></p> <p><i>Admissions Questions:</i>  <b>soe.opp@hunter.cuny.edu</b></p> <p><i>Certification Questions:</i>  <b>Alissa Herbert</b>, Certification Coordinator  <a href="mailto:ah420@hunter.cuny.edu">ah420@hunter.cuny.edu</a></p>	<p><b>Contact Information:</b></p> <p>Send Ed Prep NYC a message via the <a href="#">Online SupportCenter</a>.</p>

# Your Subject Area at Hunter College

## Subject Area Details

**TESOL K-12 (Teaching English to Speakers of Other Languages)**

<b>Degree Title</b>	Master of Arts (MA)
<b>Title of NY State Certificate</b>	TESOL K-12
<b>Anticipated Degree Conferral Date</b>	May 2028

## Hiring Criteria

**Hunter College supports teacher candidates accepting a teaching position in...**

- ✓ Positions in Grades K-12
- ✓ Positions in push-in and pull-out settings

**Confirm with Hunter College Coordinator if...**

- ✓ You would like to accept a position to teach in Staten Island, District 31

**Hunter College is unable to support teacher candidates accepting a teaching position...**

- ✗ Outside of your certification area
- ✗ In monolingual classrooms
- ✗ In District 75
- ✗ In District 79 (alternative learning centers)