

Certificate of Qualification (CQ) Exchange Statement

Please Note:

The **original** Certificate of Qualification (CQ) should be completed and returned to this office **only** in the following circumstances:

- **It has expired.** The expiration date is five years from the effective date. Complete Part A and **all** of the reverse side of the CQ.
- **You are employed by a New York State public school system.**
 - Do not submit CQ if you are employed in a substitute position. (Definition: A substitute is one who is employed in place of a regularly appointed individual who is absent but expected to return.)
 - New York City teachers must indicate if they are regularly appointed and list the appointment date. The employing Superintendent **must** complete Part B of the C.Q. Complete Part A and all of the reverse side of the CQ.
- **You are requesting issuance of the Provisional certificate** even though you are not employed in a New York State public school (e.g. you are required to hold Provisional certification by another state or agency). In such cases, you must **read** and **sign** the statement below. Your signature verifies that you are knowingly requesting the five-year Provisional. Complete Part A and **all** of the reverse side of the CQ.

Print and Return with Completed CQ

I understand that:

1. Once the Provisional certificate is issued, I may not exchange it for a certificate of qualification.
2. I must complete requirements for Permanent certification within five years of the effective date of the Provisional certificate. (If you are unsure of the requirements for Permanent, contact the Office of Teaching.)
3. I may serve as either a per diem or long-term substitute teacher on the basis of my certificate of qualification.

I hereby request that my Provisional certificate be issued with the effective date indicated in Part A of the C.Q.

Social Security Number:

				-			-					
--	--	--	--	---	--	--	---	--	--	--	--	--

(Print Name)

(Signature)

(Date)