



Regulation of the Chancellor

Category: [PEDAGOGICAL PERSONNEL](#)

Number: C-210

Subject: [SCHOOL SECRETARIAL SERVICE](#)

Issued: 09/05/00

SUMMARY OF CHANGES

This regulations supersedes and replaces C-210 - dated 2/12/92

It incorporates and replaces:

C-211 dated 1/1/91

C-212 dated 1/1/91

It sets forth the license requirements for School Secretary, Schol Secretary Assistant and School Secretary Intern.



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Incorporates C-211 and C-212

SCHOOL SECRETARIAL SERVICE

A. License Requirements for School Secretary

1. Applicability of Regulation

Section A of this regulation prescribes license requirements for the following licenses:

- School Secretary
- Bilingual School Secretary.

Note: There is no comparable New York State Certificate for these license titles.

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 present satisfactory evidence of graduation from a four-year high school or its equivalent.

3. Experience Required for Conditional Licensure

Either Option A or Option B as shown below.

a. Option A:

- (1) two years of approved office, clerical or secretarial work; or
- (2) one year of clerical or secretarial work as a regularly appointed civil service clerk or stenographer for the Board of Education; or
- (3) an equivalent combination of such service.

b. Option B:

A baccalaureate degree and, in addition:

- (1) one year of approved office, clerical or secretarial work; or
- (2) one half-year of clerical or secretarial experience as a regularly appointed civil service clerk or stenographer for the Board of Education; or
- (3) an equivalent combination of such service*.



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*Note: For the purpose of determining an equivalent combination of appointed Board of Education service and experience outside the Board of Education, one month of Board of Education service is counted as equivalent to two months of outside service or employment.

4. Preparation Required for Full Licensure

Within five years of the close of the application period or as otherwise stipulated in accordance with Regulation C-205, applicants must have completed:

- a. 30 semester hours of college courses including at least 6 semester hours of courses in education and in school records and accounts, and
- b. 2 semester hours of collegiate study in human relations in courses specifically approved for this purpose by the Executive Director of the Division of Human Resources, or 2 semester hours of in-service course work in human relations in courses specifically approved for this purpose by the Executive Director of the Division of Human Resources.

5. Preparation Required for Bilingual Licensure

Applicants for bilingual licenses in addition to the requirements set forth in 2, 3 and 4 above, must demonstrate an ability to communicate orally with a satisfactory degree of competence in both English and the language specialty of the license and attain a satisfactory rating in a written composition in English and in a written composition in the language specialty.

Note: Commissioner's Regulation 80.9 regarding bilingual certification does not apply to certificates and/or licenses in the titles covered by this Regulation of the Chancellor.

B. License Requirements for School Secretary Assistant

1. Applicability of Regulation

Section B of this regulation prescribes license requirements for the following licenses:

- School Secretary Assistant
- Bilingual School Secretary Assistant.

Note: There is no comparable New York State Certificate for these license titles.



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2. Preparation Required for Licensure

By the close of the application period or as otherwise stipulated in accordance with Regulation C-205, applicants must present satisfactory evidence of graduation from a four-year high school or its equivalent and possess a demonstrable ability to type and use keyboard devices.

3. Preparation Required for Bilingual Licensure

Applicants for bilingual licenses, in addition to the preparation set forth in 2 above, must demonstrate an ability to communicate orally with a satisfactory degree of competence in both English and the language specialty of the license and attain a satisfactory rating in a written composition in English and in a written composition in the language specialty.

Note: Commissioner's Regulation 80.9 regarding bilingual certification does not apply to licenses covered by this Regulation of the Chancellor.

4. Special Conditions for Service as School Secretary Assistant and Bilingual School Secretary Assistant:

- a. The holder of a license for School Secretary Assistant or Bilingual School Secretary Assistant must participate satisfactorily in a program of training for the development of school secretarial skills prescribed by the Executive Director of Human Resources.
- b. Assignment under these licenses is limited to a school which:
 - (1) has assigned at least one school secretary serving under appropriate licensure or certification;
 - (2) has a continuing position to fill for which no licensed school secretary is available;
 - (3) has no person already serving as a school secretary assistant; and
 - (4) gives a commitment to fill such continuing position with the person assigned as school secretary assistant upon that person's licensure or certification as a school secretary.
- c. Upon application, a Teacher Aide, Education Assistant, Education Associate, Auxiliary Trainer or Bilingual Professional Assistant may be granted up to eighteen



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months of leave of absence without pay for employment as School Secretary Assistant or Bilingual School Secretary Assistant. Such a leave of absence is to be considered equivalent to one granted for study or teaching as provided in the collective agreement covering such employees.

C. License Requirements for School Secretary Intern

1. Applicability of Regulation

Section C of this regulation prescribes license requirements for the following licenses:

- School Secretary Intern
- Bilingual School Secretary Intern.

Note: There is no comparable New York State Certificate for these license titles.

2. Preparation Required for Licensure

By the close of the application period or as otherwise stipulated in accordance with Regulation C-205, applicants must present satisfactory evidence of graduation from a four-year high school or its equivalent and possess a demonstrable ability to take dictation and to type and use keyboard devices.

3. Preparation Required for Bilingual Licensure

Applicants for bilingual licenses, in addition to the requirements set forth in 2 above, must demonstrate an ability to communicate orally with a satisfactory degree of competence in both English and the language specialty of the license and attain a satisfactory rating in a written composition in English and in a written composition in the language specialty.

Note: Commissioner's Regulation 80.9 regarding bilingual certification does not apply to licenses covered by this Regulation of the Chancellor.



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4. Special Conditions for Service as School Secretary Intern

Licenses for School Secretary Intern are valid only for the provision of secretarial services to supervisors as provided by the agreement with the Council of Supervisors and Administrators.

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**

Notes and Changes

1. Regulation C-210 was originally enacted by the Chancellor as Regulation C-306, pursuant to resolutions of the Board of Education adopted on January 5, 1977 to replace the corresponding sections of the former By-Laws of the Board. On November 13, 1990, effective January 1, 1991, the regulation was extensively revised to comply with Chapter 650 of the Laws of 1990.
2. Regulation C-211 was originally enacted by the Chancellor as Regulation C-305. On November 13, 1990, effective January 1, 1991, the regulation was extensively revised to comply with Chapter 650 of the Laws of 1990.
3. Regulation C-212 was originally enacted by the Chancellor as Regulation C-304. On November 13, 1990, effective January 1, 1991, the regulation was extensively revised to comply with Chapter 650 of the Laws of 1990.
4. On May 15, 1991, Regulation 210 was amended to require 2 semester hours of collegiate study in human relations courses.
5. On February 12, 1992, Regulation 210 was amended by adding to Section 5 "and in a written composition in the language specialty."
6. On June 1, 2000, Regulations C-211 and C-212 were incorporated into Regulation C-210.