



Student Application Information Sheet

New York State Teacher Certification

Please use the information provided below to assist you in completing your online application for NYS Teacher Certification.

STUDENT NAME: _____ **SSN:** _____

Please note: Your name must be entered exactly how it appears when you took any NYS certification exams, or on previous teaching certificates. If you have changed your name since that time, you will need to request a name change from NYSED in writing.

First: Create User Login and Password

In order to apply online, you will enter TEACH online services via the Office of Teaching Initiatives Web site at www.highered.nysed.gov/tcert/teach/ and create a TEACH login and password at the New York State Directory Services site. **If you created an ID and password in the past – do NOT create a new one.** Instructions are provided as you go through this process. Once you have created your login and password this step is completed –if you can't remember a password you created previously you will have to contact NYSED.

Second: Creating a TEACH Account & Completing the Application

Step 1: Create Applicant Profile

Enter your personal information and preferences.

Use your unofficial transcript received with your diploma to help you complete the Self-Reported education portion of the online application: Be sure to enter all information accurately, as you will not be allowed to continue to Step B if dates/credits are incorrect.

Institution Name: SUC Oswego

Award Title: See transcript (either MSED, MST, MAT, MS, CAS or BS)

Program: See transcript and Award Title and Program Sheet

Major: See transcript

Date Degree Received: ___ / ___ / _____ [Date Format: mm/dd/yyyy] **Number of Credits:** _____

Date Attended From: ___ / ___ / _____ **Date Attended To:** ___ / ___ / _____

Step 2: Select Certificate(s)

A. Use the attached Award/Program Titles sheet to select the appropriate certificate title & type:

- Select your Area of Interest: _____
- Select your Subject Area: _____
- Select the Grade Level: _____
- Select the Certificate Title: _____
- Select the Type of Certificate: _____

B. After you have selected your certificate title and type, you will be prompted to enter the Program code you completed – use the attached Award Title and Program Titles sheet.

- If you enter the proper code, you will be prompted to select the radio button for your certificate and it will automatically choose the **Approved Teacher Preparation Program Pathway OR**
- **If you are applying on your own in a specialty area (MSED) or for permanent/professional certification based on work experience ONLY choose the box below – NO, I have not completed an approved Teacher Preparation Program. You will have to apply via the Individual or Certificate Progression pathway.**

Continue through the application answering all required questions; sign the affidavit and application; and make your payment. You may pay online using a credit card **or** print out the payment coupon and mail in a US Postal Money Order. Updated 1/26/11 SSJ

Need help?

Problems completing your application?
Institution Contact Info:
UNDERGRADUATE STUDENTS: Registrar's Office (315)312-2275
GRADUATE/CAS STUDENTS (315)312-3692

Problems using TEACH?
New York State Education Dept. Contact Info:
Technical support available to you by telephone Monday – Friday from 8:00 a.m. until 5:00 p.m. at (518) 486-6041. **Web:** <https://portals.nysed.gov/tcert/technical.htm>