

Applying for New York State Teacher Certification

TEACH is an online system created by the New York State Education department. TEACH allows applicants to:

- Submit a teacher certification application
- Make application payment using a credit card or printing a coupon to mail in with a money order or certified check
- Check online for the status of an application
- Check online for the status of fingerprint clearance
- View all correspondence sent by Office of Teaching Initiatives, including evaluation history of certification applications filed

Directions

1. In order to apply online, you must create a TEACH login and password. To self-register and login to TEACH, please refer to page two of this document.
2. Apply online using the step-by-step directions on page two. You can apply before graduation. Should you choose to wait, it is strongly suggested you apply within a month after graduation.
3. A portion of the application will require the entering of a program code corresponding to the program you completed. Please refer to the chart below:

Undergraduate Programs	Graduate Programs	Graduate Programs
Code-Program	27434 -Art Education Prep	36788 -Literacy Education: Birth -12
24348 -Art Education	29505 -Art Education Prof Cert	27427 -Mathematics Education Prep
22883 -English Education	27433 -Childhood Education Prep	27432 -Music Education Prep
24347 -Health & Physical Education	25085 -Early Childhood Special Ed	29506 -Music Education Prof Cert MS
32386 -Incl. Early Childhood Special Ed	28965 -Educational Leadership	29507 -Music Education Prof Cert MMU
22888 -Incl. Elem & Special Ed	27426 -English Education Prep	10138 -School Counseling (prov)
22881 -Mathematics Education	27423 -Incl. Special Ed Prep 1-6	13861 -School Counseling (perm)
24346 -Music Education	34587 -Incl. Special Ed Prep 7-12	33795 -School Dist. Business Leader
34370 -Physical Education	27424 -Incl. Special Ed Prep 7-12 Generalist	27428 -Science Ed Biology Prep
22884 -Science Education/Biology	35150 -Incl. Sp.Ed 7-12 Generalist Clinic Rich	27429 -Science Ed Chemistry Prep
22885 -Science Education/Chemistry	31908 -Incl. Special Ed: Severe/Mult Dis.	27430 -Science Ed Earth Sci Prep
22886 -Science Education/Earth Science	32703 -Instructional Technology	27431 -Science Ed Physics Prep
22887 -Science Education/Physics	27274 -Library & Info Sci: School Media	27425 -Social Studies Ed Prep
22882 -Social Studies Education	24773 -Literacy Education: Birth-6	27392 -Speech-Language Pathology
36257 -Spanish Education	24774 -Literacy Education: 5-12	32209 -Teaching Eng Lang Learners

To obtain the program code for the 5 year programs, please email Brenda Hoefler at blhoefle@syr.edu.

4. After applying, complete the New York State Certification Recommendation Authorization Form **(required for NYS Certification)** and submit to Brenda Hoefler via email at blhoefle@syr.edu or drop off at: Syracuse University, School of Education
111 Waverly Ave, Suite 230
Syracuse, NY 13244.

NOTE: NYSED no longer prints time limited Initial or Provisional certificates. The TEACH Online Services system serves as the official record for all issued, expired, or revoked certificates. Professional and Permanent certificates will continue to be printed and mailed to applicants.

Application Instructions

Create User Login and Password

Visit <http://www.highered.nysed.gov/tcert/teach/> to create a TEACH login and password. Instructions are provided as you go through this process. Once you are logged into your account proceed to the following:

Create a TEACH Account & Complete the Application

Step 1: Create Applicant Profile

- Use the following information to complete the Self-Reported education portion of the online application:

Institution:	Syracuse University
Award Title:	Degree to be awarded (Ex: Bachelor of Science)
Program Title:	Select appropriate option from drop down list
TEACH Title:	Select appropriate option from drop down list
Program Code:	See previous page for appropriate program code number
Major:	Education
Date Degree Received:	Leave blank or enter approximate date
Date Attended From:	1 st day of the month you began your program
Date Attended To:	1 st day of the month you graduate
Number of Credits:	Leave blank or enter anticipated number of credits

Step 2: Select Certificate(s)

- Use the following information to select the appropriate certificate title and type:

Select Area of Interest:	Classroom Teacher
Select Subject Area:	Select appropriate option from drop down list
Select Grade Level:	Select appropriate option from drop down list
Select the Title:	Select appropriate option from drop down list
Select Type of Certificate:	Initial (first certificate) or Professional (3 years teaching experience)
Click "Add" button:	Note: Select 2 titles for programs leading to 2 certificates (After clicking "Add" button, return to drop down list for 2 nd selection)

Step 3: After you have selected your certificate title and type, you will see a list of "Pathways" with associated requirements. You must choose the **APPROVED TEACHER PREPARATION PROGRAM PATHWAY** to match our recommendation for your certification.

Step 4: Continue through the application answering all required questions; sign the affidavit and application; make your payment. You may pay online using a credit card or print out the payment coupon and mail in a U.S. Postal Money Order.

NEED HELP? For application questions, contact Brenda Hoefler at blhoefle@syr.edu or 315-443-4759. For technical problems, contact NYSED Technical support at 518-486-6041.

New York State Certification Recommendation Authorization Form

By completing and signing this form I am authorizing the School of Education at Syracuse University to submit a recommendation for teacher/personnel certification to the New York State Dept. of Education upon the completion of a Syracuse University program leading to recommendation for certification.

Last Name _____ First Name _____ Email _____

Street Address _____

City, State, Zip Code _____

Social Security Number _____ Phone Number _____

Major _____ Graduation Date _____

I am requesting ___ Initial (first time certification) in _____

I am requesting ___ Professional (masters & 3 yrs employment) in _____

I am requesting ___ Provisional (MS school counseling) ___ Permanent (CAS school counseling)

Student Teaching/Internship Placements

School Name _____ Grade _____ Semester/Year _____

School Name _____ Grade _____ Semester/Year _____

Authorization

I authorize the School of Education at Syracuse University to release my social security number, award title, program name, certificate title/type and degree date to recommend me for certification to the New York State Department of Education (TEACH). I understand that I must apply for my teaching certification online through the TEACH Online Services system.

Signature _____ Date _____

PLEASE APPLY FOR YOUR CERTIFICATION BEFORE YOU RETURN THIS FORM TO:

Brenda Hoefler
Syracuse University
School of Education Career Services Office
111 Waverly Avenue, Suite 230
Syracuse, NY 13244
blhoefle@syr.edu

For Office Use Only

Degree Awarded _____ Program _____ Graduation Date _____

Date of Online Recommendation _____ Initial ___ Professional ___ Prov ___ Perm ___

Recommended Certification(s) _____
