

# Application Instructions

## New York State Teacher Certification

TEACH is an online system that will serve as the central hub for all of your NYS certification information. Through TEACH, you can do the following:

- Apply for teacher certification
- Check the status of a certification application as well as fingerprint clearance
- View the evaluation history of certification applications
- Order hard-copy prints of your certificate(s)

\*NYSSED no longer sends hard copies of Initial or Provisional certificates. The TEACH Online Services system serves as the official record for all issued, expired, or revoked certificates.

### Step 1: 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:

### Step 2: Select "Apply for Certificate"

### Step 3: Create Applicant Profile & Self-Reported Education Section

**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:** Refer below for appropriate 5-digit program code

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

**Major:** Education  
**Date Degree Received:** Leave blank or enter approximate date  
**Date Attended From:** 1<sup>st</sup> day of the month you began your program  
**Date Attended To:** 1<sup>st</sup> day of the month you graduate  
**Number of Credits:** Leave blank or enter anticipated number of credits (it is okay if you don't know the exact number)

**\*Note:** If you receive a message stating you have not updated your information, press submit a second time without making any changes. The system should move you onto the next step.

**Step 4: Select Certificate(s) – You can only apply for one certificate at a time.**

**\*Note:** If you are applying for two certificates, *apply first for the certificate in which you are completing your edTPA*. This can delay your certification issuance if you complete it incorrectly, so please read carefully.

For Example: An Inclusive Elementary and Special Education student completes his/her edTPA in Special Education. Therefore, he/she must apply for the “Student with Disabilities” certification first.

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

<b>Select Area of Interest:</b>	Classroom Teacher
<b>Select Subject Area:</b>	Select appropriate option from drop down list
<b>Select Grade Level:</b>	Select appropriate option from drop down list
<b>Select the Title:</b>	Select appropriate option from drop down list
<b>Select Type of Certificate:</b>	Initial (first certificate) or Professional (3 years teaching experience)
<b>Click “Add” button:</b>	TEACH will not allow you to apply for more than one certificate at a time. Simply complete the process below for your first certificate, including payment, and return to your TEACH Account Homepage to go through the process again for your additional certificate.

**Step 3: Select Pathway**

After you select 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: Complete your Application**

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.

**Step 5: Recommendation Authorization Form (REQUIRED for certification)**

- Complete the New York State Certification Recommendation Authorization Form on page three of this document
- If you are applying for more than one certificate, you only need one form.
- Submit form to Brenda Hoefler-Kline via email at [blhoefle@syr.edu](mailto:blhoefle@syr.edu) or drop off at:

Syracuse University, School of Education  
111 Waverly Ave, Suite 230  
Syracuse, NY 13244

**NEED HELP?**

For *application questions*, contact Brenda Hoefler-Kline at [blhoefle@syr.edu](mailto: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)

I am requesting \_\_\_ Internship (Ed Leadership or LMS) in \_\_\_\_\_

## 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:

Eveny Parker  
Syracuse University  
School of Education Career Services Office  
111 Waverly Avenue, Suite 230  
Syracuse, NY 13244  
[edparker@syr.edu](mailto:edparker@syr.edu)

## For Office Use Only

Degree Awarded \_\_\_\_\_ Program \_\_\_\_\_ Graduation Date \_\_\_\_\_

Date of Online Recommendation \_\_\_\_\_ Initial \_\_\_\_\_ Professional \_\_\_\_\_ Prov \_\_\_\_\_ Perm \_\_\_\_\_ Internship \_\_\_\_\_

Recommended Certification(s) \_\_\_\_\_