

NYS TEACHER CERTIFICATION APPLICATION PROCESS per GST BOCES

Below is how to apply for initial tchr. cert. under RECIPROCITY, what to mail to NYSED, & the certification process.

WHAT TO MAIL to NYSED

NYSED OTI, Rm 5N, 89 Washington Ave., Albany NY 12234

518/474-3901

To apply for initial NYS teacher certification through NYSED, you need the following: (in 1 envelope, to NYSED)

***Application** (online) <http://ohe33.nysed.gov/tcert/teach/> or my.ny.gov self-registration, enter data, apply for cert., enter cr. card (pay). NYSED will evaluate your credentials.

e-transcripts are NOT accepted by NYSED.

***Official Bachelor's and Master's transcripts** (if you have a MS degree) that specify all courses/grades & degree conferrals

***copy of current, valid PA tchr. cert. in same subject/grade level** (cert. must be received-always retain original**)

***Copies of workshop certs.** Child abuse ID, SAVE, DASA. Autism workshop is needed for spec.ed., blind, deaf, speech teachers. Workshops must be completed & mailed in when you apply for your certificate (this differs from old rules).

***fingerprinting clearance** for NYS cert. &/or NYS public school employment: phone IdentiGo 877/472-6915 to learn how to apply/pay & have prints rolled, \$90.25, approval in 2 days (Your PA \$50 clearance does not count for this.)

***4-5 tests:** See www.nystce.nesinc.com Educating All Students Test (EAS), Academic Literacy Skills Test (ALST), CST in subject(s). (Tchr Perf. Assessment edTPA needed w/in 1 yr).

***\$100 cert. fee**/subject for NYSED pd by cr card above (on TEACH). Print payment confirmation for your records.

TEACH System www.highered.nysed.gov/tcert/teach/, upper right, self-registration/login to TEACH

Create Applicant Login & Password

USERID

HOW TO APPLY
PWORD

Complete required info. & select temp. password (make note of userID & password).

When complete, click "create account"

A new password is required the 1st time you login to TEACH

Review info. If correct, click "continue"

Affirm info. is valid & click "OK"

Enter TEACH

Login w/login ID, old & new password (twice), click "next"

Enter SS#, click "submit"

Enter profile info., click "submit"

Verify/Update Applicant Profile (if in system) or **Create User Profile** (if not prev. in cert. system/computer)

[This is a summary of personal/demographic info., & self-reported education & employment history]

Create Profile page: enter data, click "submit" for personal, education, employment sections

When done, click "next"

(in the future, update teaching experience & be sure home address is correct)

Apply for Certificate i.e. classrm tchr, Child Ed, 1-6, Child Ed 1-6, cond.initial, **interstate reciprocity** **HARD PART**

Do not select NYS college-recommended path (check bottom box on that pg), **do select reciprocity**. (NYSED will process your file.)

Select one or more, click "add", "next" (ADD if you want more than 1 certificate or grade range)

Click "sign affidavit" after answering moral character questions

Confirm/sign application after reviewing info., in application, click "submit"

Make \$100/cert. payment by entering cr. card on-line. (no "application" is mailed—it's online only)

Mail official transcripts (no e-transcripts), signed workshop copies (be sure name, date of birth, last 4 of SS# are on all), copy of PA cert.** (no application) to NYSED (address on TEACH & @ page top here***).

Make note of what you've applied for via TEACH i.e. Initial Childhood Ed. 1-6, applied on TEACH __/__/16..

Check regularly to ensure data is correct/complete on TEACH & to view the evaluation of your credentials.

List of acceptable certs. (nonNY) <http://www.highered.nysed.gov/tcert/certificate/levelcertc.html>

Interstate reciprocity info. <http://www.highered.nysed.gov/tcert/certificate/teachrecother.html#a1>

All tests but ed TPA must be passed when you apply. (View TEACH account to see test passing).

For prof'l NYS cert., you need application/fee, 3 yrs teaching, official master's transcript, mentoring. The date of your 1st NYS certificate drives the "life" of the certificate (not when you gain a regular teaching job). Prof'l dvlpmt is reqd to maintain prof'l cert.

THE PROCESS & CONTACT INFORMATION

Save this Info. Sheet

When you have all materials complete, mail all to NYSED after applying/paying on TEACH. They review/approve your file. If complete, months later, you see on TEACH that the cert. issued (watch TEACH). No time-dated certificates print (only prof'l certs print).

Satisfactory completion of all certification requirements is subject to the final approval of the NYSED.

NOTE: Current NYSED practice is to disapprove all certification applications after 2 evaluations or 3 years.

Please retain copies of your official transcripts, & your original PA teacher certificate. NYSED does not need evidence of test passing or fingerprinting clearance (these show on TEACH). Watch TEACH to see when your file is evaluated, approved, issued. All NYS schools view TEACH, also. Workshops: child abuse ID www.nysmandatedreporter.org (free); viol.prev. www.gstboces.org/save (\$23); autism www.gstboces.org/autism (\$30) DASA www.gstboces.org/dasa \$70 (3hrs in person then 3hrs online) Retain copies of all workshop certificates for your records, please.

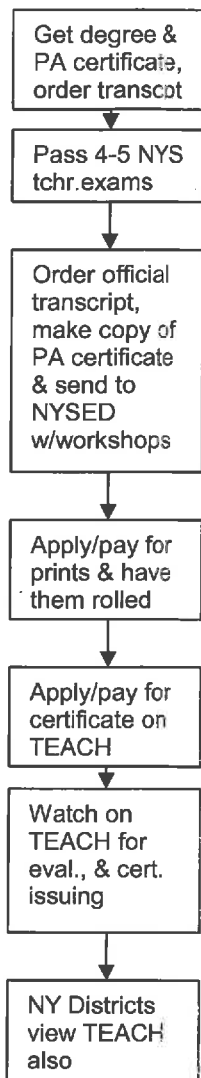
**If you don't have your PA cert. yet, you can enclose a "letter of completion" from Lori Cass proving you completed the full MU teacher ed. program in (subject/grade). Later, though, you still need to send NYSED a copy of your PA cert(s) once they are received.

***NYSED OTI, Rm 5N, 89 Washington Ave., Albany NY 12234, tcert@mail.nysed.gov 518/474-3901

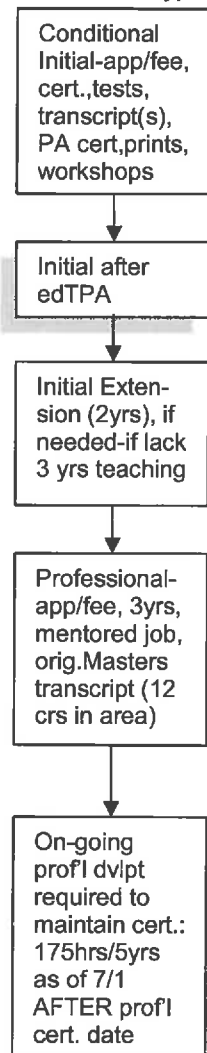
www.highered.nysed.gov/tcert

www.gstboces.org

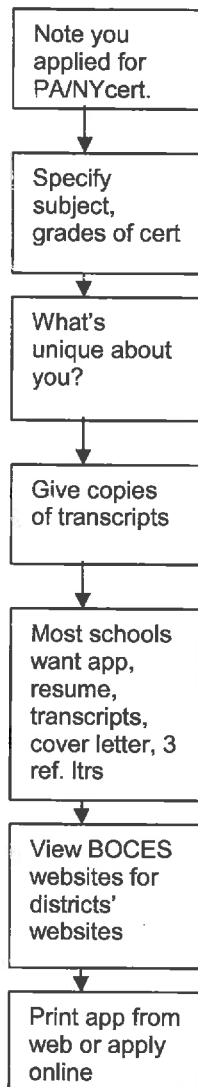
Certification Process



Certificate Types



Searching for Employment



Master's Area...

