



## 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/](http://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] **Total Number of Credits:** \_\_\_\_\_  
**Date Attended From:** \_\_\_ / \_\_\_ / \_\_\_\_\_ **Date Attended To:** \_\_\_ / \_\_\_ / \_\_\_\_\_

#### Step 2: Select Certificate(s)

##### A. Use the 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 Award Title and Program Titles link.

- 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 for an additional certificate title based on additional courses (5-9 extension, etc...) or for permanent/professional certification based on a Master's Degree in a different area (Literacy or Special Education, BS in Adolescence/Childhood) 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 10/29/14 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:** <http://www.highered.nysed.gov/tcert/teach/report.html>