

## **IMPORTANT INFORMATION FROM NYSED & SUC OSWEGO**

### **APPLYING FOR TEACHER CERTIFICATION**

Students completing teacher preparation programs leading to certification can now access the TEACH Online Services system.

#### **The features include:**

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

While the application process itself is fairly straightforward and self-explanatory, there is specific information that you, as graduates of approved teacher preparation programs, must know in order to assure that your application and your recommendation match and TEACH issues the appropriate certificate.

#### **Helpful Hints from NYSED and SUC Oswego as you are entering your application:**

- *Please see the attached **STUDENT APPLICATION INFORMATION SHEET** to assist you in applying for certification, and for information regarding specific program and degree codes and titles.*
- **Note: students who graduated with a MSED in a Curriculum & Instruction major prior to 2012 and are now applying for your Professional Certification (Childhood & Adolescence) must now report your degree as MST rather than MSED.**
- Look for certificate **CODES** before you look for titles. If the code is correct, then you will help ensure you receive the correct certification. Make sure all your dates are entered correctly, with all necessary zeroes before single numbers and all necessary slashes. For example, May 12, 2012, is correctly written as 05/12/2012. When you are editing your college and employment information, please make sure to click in the radio button before you edit your information.
- **IMPORTANT: You should always choose to have your application reviewed by NYSED, rather than BOCES, UNLESS you are applying for an additional certificate title for which you do not complete an approved teacher preparation program.**

- **DO NOT CHOOSE TO HAVE YOUR APPLICATION REVIEWED BY BOCES RATHER THAN NYSED IF YOU COMPLETED AN APPROVED TEACHER PREPARATION PROGRAM.**
  - This will hold up your certification application.
  - You are being recommended for certification by SUC OSWEGO, **BOCES should not be reviewing** your application.

### **Selecting Your Certificate and Pathway:**

You will also need to use the series of 5 drop down selections to choose the title and type of teaching certificate for which you will apply. If you should have any questions about which certificate to apply, you can contact the appropriate office at SUC Oswego (contact information available on TEACH Application Information sheet.

Once you have selected your certificate type and title and clicked on the “Add” button, you will then be asked if you have completed an Approved Teacher Preparation Program at a NY state college. If you have completed an **approved** New York State Teacher Preparation Program, enter the Program code in the box provided (see attached sheet entitled **Award Title and Program Titles**). If it is an approved code, you will then be prompted automatically for “Pathway: Approved Teacher Preparation Program.” If the information appearing on the screen matches the certificate you are applying for, click the radio button in front of the type of certificate which you are applying. For those certificates for which you have not completed a program, click in the box in front of “No, I have not completed...an Approved Teacher Preparation program...” You will then have to apply via the Individual, Individual Evaluation for Additional Certificate or Certificate Progression pathway. The fee for certificates in the Approved Teacher Preparation Program Pathway is \$50; the fee for certificates in the Individual/Certificate Progression Pathway is \$100. **If you select the wrong pathway and need to request a refund, it must be requested in writing, and may take several weeks.**

If you are applying for **Professional School District Leader** certification, you will need to request transcripts from ALL graduate institutions attended. These will need to be sent directly to the **Office of Teaching Initiatives**.

**NOTE: PLEASE MAKE SURE ALL INFORMATION IS ENTERED CORRECTLY (Pathways, etc...) BEFORE YOU CLICK THE SIGN APPLICATION ICON. ONCE THE APPLICATION IS SUBMITTED, YOU ARE NO LONGER ABLE TO EDIT YOUR APPLICATION. THE ONLY WAY TO EDIT AFTER THIS POINT IS TO TRY AND CALL TEACH, WHICH WILL SIGNIFICANTLY DELAY YOUR APPLICATION.**

TEACH Online Services will be available to you 24/7 so that you may enter your application online and check the status of your application at your convenience.

- TEACH Technical support will be available by **telephone** Monday - Friday from 8:30 a.m. until 4:30 p.m. at **(518) 486-6041**
- You can also **FAX** a request to TEACH at **(518) 474-6950**.
- **Via e-mail** to get in touch with someone at TEACH, you should use the link on the left sidebar of the main page of OTI’s website “**Report Problems**,” or [www.highered.nysed.gov/tcert/teach/report.html](http://www.highered.nysed.gov/tcert/teach/report.html). This is the office you should call if you have applied under the wrong pathway or for the wrong certification. **NOTE: when submitting a problem to TEACH via e-mail, you MUST use a professional (non-Hotmail, Yahoo, etc...) email address.**

**If you do not then there is a strong chance your email address will be filtered out as junk email and NYS TEACH will never receive your email.**

Please note, the above venues are only able to supply technical assistance as you access TEACH Online Services. If you have questions concerning your certification(s), you should contact your college certification office first. If your college is unable to answer your questions, you may contact the Office of Teaching Initiatives at [tcert@mail.nysed.gov](mailto:tcert@mail.nysed.gov) . However, due to the large volume of e-mail received, the Office of Teaching Initiatives may not be able to respond in as timely a manner as we would like. **If you have general teacher certification questions (non-technical) you may also try and call the Teach Certification Info line at (518)474-3901.**