

Prospective Teacher Certification Candidates Information for Applying for Teacher Certification

The New York State Education Department (NYSED) has instituted an on-line application process for teacher certification. You will use this form, along with the other forms mentioned below, to help you in the application process. *Please note, as of February 1, 2010, TEACH is no longer issuing PAPER certificates for Initial and Provisional certificates. Teachers and school districts will need to use the TEACH system to verify these certificates.*

Upon verified completion of your program, you will receive a copy of SUNY Oswego's **Teacher Certification Authorization Form**. You will need to fill this out and return it to SUNY Oswego's Registrar's Office. This authorizes Oswego to report your information to NYSED. Legally, we can't report this information without your permission.

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**. This is so NYSED can verify 60 graduate credit hours. **In addition, you will need to apply online for teacher certification to fully complete the process. You do not need to wait to pass all of your certification tests before applying – you may apply once you've graduated.**

You should print the **Student Application Information Sheet** with details about the on-line certification system and use it as a reference in using NYSED's on-line application system. You can fill in the blanks with information available from the unofficial transcript you will receive with your diploma, as well as the instructions provided with the Application Information Sheet. Please read the instructions **PRIOR** to applying online. Additional information is provided by NYSED at this website:

<http://www.highered.nysed.gov/tcert/teach/>.

The **Award Title and Program Titles/Codes** form includes program codes you will need for the application, including concentration titles. Listed below are important dates that may help you when you are using NYSED's on-line system:

Semester Start Dates:

Fall 2012	08/27/12	Fall 2014	08/25/14
Spring 2013	01/28/13	Spring 2015	01/26/15
Summer 2013	05/27/13	Summer 2015	05/25/15
Fall 2013	08/26/13	Fall 2015	08/24/15
Spring 2014	01/27/14	Spring 2016	01/25/16
Summer 2014	05/26/14	Summer 2016	05/23/16

Degree Awarded Dates

Spring 2016 Graduation	May 14, 2016
Summer 2016 Graduation	August 12, 2016
Fall 2016 Graduation	December 17, 2016

Questions about your certification? Undergraduate students, please contact Shelly St. John, Certification Officer at the SUNY Oswego Registrar's Office at 315-312-2275. **Graduate students**, contact Gale Law-Folds in the Graduate Office (315)312-3692. If we are unable to answer your questions you may contact the NYSED Office of Teaching Initiatives at tcert@mail.nysed.gov, call the Tech Helpline at (518)486-6041, or fax TEACH at (518)474-6950, or use the link on the website's main page entitled "**Report Problems Using TEACH.**"

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