

**Instruction for Application for a New York State Teaching Certificate
PLEASE READ THROUGH ALL STEPS BEFORE YOU BEGIN!!!**

PART I

Create User Login and Password:

In order to apply online you must create a TEACH login and password at the New York State Directory Services. Instructions are provided as you go through the self-registration process. To self-register and login to TEACH go to <http://www.highered.nysed.gov/tcert/teach> and follow the instructions provided at this site. Please click the *Self-Registration* link in the purple box on the right of the screen to set up your account.

To log into TEACH, click the “*Access My Account*” button

Enter your Username and Password (that you JUST created) and click the “*Login*” button

Click on the box that says: enter TEACH Online Services

Once you have logged into TEACH...

- Click on “*Apply for Certificate*” under the ▶ **Online Application** heading
- Read the information provided and click “*Next*” (bottom right) to continue
- Check and make any corrections to your personal information
- Click the “*Edit Education Info.*” Box
- Click the radio button in front of “**Approved New York Teacher Certification Programs: Select this radio button if you completed a New York State institution that leads to a recommendation for a teaching certificate.**”
- Use the table below to guide you through the drop-down boxes section:

Selecting the information for the drop-down fields: Institution : **SUC Geneseo**

Award Title	SUNY Geneseo Program	Major	Date Degree Received	Attended From	Number of Credits
Master of Arts MA	30315 - Speech Pathology Make sure you choose the right #	Other	Graduation Date Same as “Attended To:” section	When did you begin your coursework at SUNY Geneseo?	How many total credits will you have after completing your program at SUNY Geneseo? (Total credit hours that will be reflected on your SUNY Geneseo transcript, including transferred credit)
Master of Science in Education	Literacy Education B - 6 28446	Education			
Master of Science in Education	Literacy Education 5 -12 28447	Education			
Master of Science in Education	Reading and Literacy B-12 33721	Education			
Master of Science in Education	Childhood Multicultural Education 31536	Education			
Master of Science in Education	Adolescence Education: Content OR Content “7-12” (See note below)	(Content Area)			

*NOTE: If you are in Secondary Education and are applying for:

- Permanent Certification, your program is Content “7-12”
- Professional Certification, your program is Adolescence Education: Content

“Content” refers to your particular subject area

- When finished, click the “*Add*” box, check the information, and click the “*Done*” box

Instruction for Application for a New York State Teaching Certificate
PLEASE READ THROUGH ALL STEPS BEFORE YOU BEGIN!!!

If you do not have professional paid work experience, proceed to Part II
If you do have professional paid work experience,

- Click “Edit Employment Information”
- Fill in the appropriate information on your work experience
- When finished, Click the “Add” button
- If you have more work experience, repeat the above steps
- When completely finished, click the “Done” button

PART II

- Confirm that your Information is accurate
- Click the “Next” box
- Read the information provided
- Use the tables below based on your title and program to guide you through the drop-down boxes section:

Select your Certificate Title

Award Title	SUNY Geneseo Program	Area Of Interest	Subject Area	Grade Level	Title	Certification Type
Master of Arts MA	Speech Pathology Initial: Professional: 30315 Permanent: 78332	Classroom Teacher	Speech & Language Disabilities	Pre K-12 All Grades	Speech & Hearing Handicap OR Speech & Language Disabilities See note A	Permanent or Professional See note A
Master of Science in Education	Literacy Education Birth – 6 28446	Classroom Teacher	Literacy	Birth – Grade 6	Literacy (Birth – Grade 6)	Initial
Master of Science in Education	Literacy Education 5-12 28447	Classroom Teacher	Literacy	Grades 5-12	Literacy (Grades 5-12)	Initial
Master of Science in Education	Early Childhood Education 28559	Classroom Teacher	Early Childhood Education	Early Childhood- Birth – Grade 2	Early Childhood Education (Birth-Grade 2)	Initial
Master of Science in Education	Adolescent Education ENGL: 30262 FREN: 30263 MATH: 30261 SPAN: 30265 SocSt: 30264	Classroom Teacher	Content Area	Adolescent Grades 7-12	Content 7-12	Permanent or Professional See note B

NOTE A: In Speech Pathology, If you currently hold:

- Provisional Certification, you are applying for “Speech and Hearing Handicap” and Permanent Certification
- Initial Certification, you are applying for “Speech and Language Disabilities” and Professional Certification

NOTE B: In Secondary Education, If you currently hold:

- Provisional Certification, you are applying for Permanent Certification
- Initial Certification, you are applying for Professional Certification

Instruction for Application for a New York State Teaching Certificate
PLEASE READ THROUGH ALL STEPS BEFORE YOU BEGIN!!!

Select your Certificate Type

- When finished, click “Add”

Part III

Select Certificate

- Click the radio button in front of “**Pathway: Approved Teacher Preparation Program**”
Note: For Reading and Literacy B-12 use Program Code 33721 for initial and professional certifications

PLEASE NOTE: If there is a checkmark in front of a requirement...it has been successfully completed. If there is a bullet...it has not yet been fulfilled and/or is pending successful completion. ***If you are not yet graduated, you will have at least two items left to fulfill – your degree program and College Recommendation.***

- When finished, click “Next”
- You will be brought back to the “Select Certificate” screen
- Confirm that the information is correct and click the “next” button
- Proceed with reading and answering questions that follow under the headings:
- **Certification Regarding Child Support and Moral Character Determination**
- When finished, sign the Affidavit by clicking the “Sign Affidavit” box
- With that, READ the information on the next page and sign the application by clicking the “Sign Application” box.
- After that, you will be taken to the “check out” section and will be prompted to make a payment, where you can pay by credit card, or print a payment voucher to submit with a Postal Money Order by mail. BE SURE TO READ CAREFULLY and FOLLOW ALL DIRECTIONS!
- Once you have completed your application, **you must print and submit your application information to the Graduate Studies office**, Erwin 106, along with a \$10 processing fee (\$10 check made payable to *SUNY Geneseo* or a \$10 cash receipt from the Student Accounts office). The required information can be found by returning to *TEACH Home* and selecting *Account Information* under the **>Inquiry Links** heading. This will bring up a menu box, where you should select *Certificates* and then *Go*. A screen print of this page is what should be submitted. **Please also write your G# and graduation term (i.e., May 2010) at the top of the page.**

FOR MORE ASSISTANCE

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.

TEACHHELP Technical support will be available to you by telephone Monday – Friday from 8:00 a.m. until 4:00 p.m. at (518) 486-6041 or 24/7 via email at teachhelp@mail.nysed.gov.

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 Kelly Hoag via e-mail at hoag@geneseo.edu or by phone at 585-245-5855.

The TEACH application pages have been recently modified. Please notify Kelly Hoag if you encounter anything these instructions do not address, or if you have any difficulties.