PLEASE READ THROUGH ALL STEPS BEFORE YOU BEGIN!!!

PART I

FIRST…Create User Login and Password: In order to apply online you must create a TEACH login and password. 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 below. 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

Once you have logged into TEACH…

- ☐ Click on the box that says: TEACH Online Services
- ☐ Click on "*Apply for Certificate*" under the ▶ **Online Application** heading
- ☐ Read the information provided and click "*Next*" (bottom right) to continue
- ☐ 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: **SUNY Geneseo**

Award Title	SUNY Geneseo Program	Program Codes	Major	Date Degree Received	Attended From	Number of Credits
Bachelor of Science in Education	Childhood Education	**23298**	Education	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)
Bachelor of Science in Education	Early Childhood Education and Childhood Education	**31264**	Education			
Bachelor of Science in Education	Childhood Education with Special Education	**23305**	Education			
Bachelor of Science in Education	Early Childhood Education	**23299**	Education			
Bachelor of Arts or Bachelor of Science	Choose from the Adolescence Education options **NOT "7-12" option**	Biol(BA)-26830 Biol(BS)-26831 Chem(BA)-26832 Chem(BS)-26833 EarthSci-26834 Engl-26835 Fren-26836 Math-26838 Phys-26839 SocSt-26841 Span-26837	(Content Area)			
Bachelor of Science	Speech and Hearing Handicapped	**23051**	Education Or Other (Either is fine)			

- ☐ When finished, click the "*Done*" box

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PART II

- ☐ Confirm that your Education Information is accurate by clicking the "*Next*" box
- ☐ Read the information provided
- ☐ Use the tables below to guide you through the drop-down boxes section:

Select your Certificate Title

Select your Area:

Award Title	SUNY Geneseo Program	Major	Area Of Interest	Subject Area	Grade Level	Title
Bachelor of Science in Education	Childhood Education (1-6)	Education	Classroom Teacher	Childhood Education	Childhood Grades 1-6	Childhood Education (Grades 1-6)
Bachelor of Science in Education	Early Childhood Education and Childhood Education	Education	Classroom Teacher	Early Childhood Education Childhood Education	Early Childhood Birth-Grade 2 Childhood Grades 1-6	Early Childhood Education (Birth-Grade 2) Childhood Education (Grades 1-6)
Bachelor of Science in Education	Childhood Education with Special Education (1-6)	Education	Classroom Teacher Classroom Teacher	Childhood Education Childhood Education	Childhood Grades 1-6 Childhood Grades 1-6	Childhood Education (Grades 1-6) Students with Disabilities (Grades 1-6)
Bachelor of Arts or Bachelor of Science	Choose from the Adolescence Education options **NOT "7-12" options**	Content Area	Classroom Teacher or Classroom Teacher -Foreign Languages	(Content Area) Extension	Adolescence 7-12 General Science	Content Area 7-12 Sciences **and General Science** NOTE: English Language Arts is correct **NOT English**
Bachelor of Science in Education	Speech and Language Disabilities	Education	Classroom Teacher	Speech and Language Disabilities	PreK-12 All Grades	Speech and Language Disabilities

Select your Certificate Type

- ☐ Select the Type of Certificate: ***Initial Certificate***
- ☐ When finished, click "*Add*"
- ☐ ***If you are in a dual certificate program, you will need to go back and enter the information for your second certificate, then click "*Add*". This applies to students in the following programs: Childhood Education **with Special Education**, Early Childhood Education **and Childhood Education** and any Adolescence science area **with General Science**.
- ☐ When finished, click "*Next*"

PLEASE READ THROUGH ALL STEPS BEFORE YOU BEGIN!!!

Part III

Select Certificate

□ Click the radio button in front of "**Pathway: Approved Teacher Preparation Program**"

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*"

□ 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

□ READ the information on the next page and sign the application by clicking the "*Sign Application*" box.

□ You will then 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 Office of the Registrar**, Erwin 102, 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 must be submitted. **Please also write your G# and graduation term (i.e. May 2012) at the top of the page.**

*****Your recommendation will not be processed without receipt of the above information and processing fee*****

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 is available to you by telephone Monday – Friday, 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 Kathy Gibson-Moore by e-mail at moorek@geneseo.edu or by phone at 585-245-5543.

The TEACH application pages have been recently modified. Please notify Kathy Gibson-Moore if you encounter anything these instructions do not address, or if you have any difficulty with your application.