Teacher Certification Application Instructions

**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](http://www.highered.nysed.gov/tcert/teach) and follow the instructions provided below. Click the **Self-Register** link to set up your account.

Once you have created your account, you can access it by clicking “LOGIN to TEACH”.

Enter the Username and Password you 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:

<table>
<thead>
<tr>
<th>Award Title</th>
<th>SUNY Geneseo Program</th>
<th>Program Codes</th>
<th>Major</th>
<th>Date Degree Received</th>
<th>Attended From</th>
<th>Number of Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor of Science in Education</td>
<td>Childhood Education</td>
<td>23298</td>
<td>Education</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bachelor of Science in Education</td>
<td>Early Childhood Education and Childhood Education</td>
<td>31264</td>
<td>Education</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bachelor of Science in Education</td>
<td>Childhood Education with Special Education</td>
<td>23305</td>
<td>Education</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bachelor of Science in Education</td>
<td>Early Childhood Education</td>
<td>23299</td>
<td>Education</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bachelor of Arts or Bachelor of Science</td>
<td>Choose from the Adolescence Education options: NOT “7-12” option</td>
<td>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</td>
<td>(Content Area)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bachelor of Science</td>
<td>Speech and Hearing Handicapped</td>
<td>23051</td>
<td>Education Or Other (Either is fine)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- When finished, click the “Done” box
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:

<table>
<thead>
<tr>
<th>Award Title</th>
<th>SUNY Geneseo Program</th>
<th>Major</th>
<th>Area Of Interest</th>
<th>Subject Area</th>
<th>Grade Level</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor of Science in Education</td>
<td>Childhood Education (1-6)</td>
<td>Education</td>
<td>Classroom Teacher</td>
<td>Childhood Education</td>
<td>Childhood Grades 1-6</td>
<td>Childhood Education (Grades 1-6)</td>
</tr>
<tr>
<td>Bachelor of Science in Education</td>
<td>Early Childhood Education and Childhood Education</td>
<td>Education</td>
<td>Classroom Teacher</td>
<td>Early Childhood Education</td>
<td>Early Childhood Grades 1-6</td>
<td>Early Childhood Education (Birth-Grade 2)</td>
</tr>
<tr>
<td>Bachelor of Science in Education</td>
<td>Childhood Education with Special Education (1-6)</td>
<td>Education</td>
<td>Classroom Teacher</td>
<td>Childhood Education</td>
<td>Childhood Grades 1-6</td>
<td>Childhood Education (Grades 1-6)</td>
</tr>
<tr>
<td>Bachelor of Arts or Bachelor of Science</td>
<td>Choose from the Adolescence Education options</td>
<td>Content Area</td>
<td>Classroom Teacher or Classroom Teacher -Foreign Languages</td>
<td>(Content Area)</td>
<td>Adolescence 7-12 Sciences and General Science</td>
<td>Content Area 7-12 Sciences and General Science</td>
</tr>
<tr>
<td>Bachelor of Science in Education</td>
<td>Speech and Language Disabilities</td>
<td>Education</td>
<td>Classroom Teacher</td>
<td>Speech and Language Disabilities</td>
<td>PreK-12 All Grades</td>
<td>Speech and Language Disabilities</td>
</tr>
</tbody>
</table>

**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, using the same Program Code, 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”
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 Dean, Erwin 106, along with a $10 processing fee ($10 check made payable to SUNY Geneseo or, if paying by cash or credit card, a receipt for $10 from the Student Accounts office). The application 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 2016) at the top of the page.

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

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FOR MORE ASSISTANCE

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TEACH Online Services is 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, these venues are only able to supply technical assistance as you access TEACH Online Services.

If you have questions about applying for your certification, you should contact Kathy Gibson-Moore, Graduation Records, Erwin 106C (<moorek@geneseo.edu> or 585-245-5543).

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