**TEACH** Online Services

# Student Application Information Sheet

**New York State Teacher Certification**

Please use the information provided below to assist you in completing your online application for NYS Teacher Certification.

## <u>First</u>: Create User Login and Password

In order to apply online, you will enter TEACH online services via the Office of Teaching Initiatives Web site at www.highered.nysed.gov/tcert and create a TEACH login and password at the New York State Directory Services site. Instructions are provided as you go though this process. Once you have created your login and password this step is completed and you never have to repeat this process (unless you forget your password).

## <u>Second</u>: Creating a TEACH Account & Completing the Application

### Step 1: Create Applicant Profile

Enter your personal information and preferences (such as opting to be included in the statewide teacher clearinghouse or having most correspondence from us transmitted via email).

**Use the following information <span style="color:red">supplied by your institution</span> to complete the Self-Reported education portion of the online application:**

| | |
|---|---|
| **Institution Name:** | **College of Saint Rose** |
| **Award Title:** | **Master of Science in Education** |
| **Program:** | **Adolescence Education/Special Education Adol 7-12 (35407-Biology; 35410-English; 35411-Mathematics; 35412-Social Studies** |
| **Major:** | **Special Education** |
| **Date Degree Received:** | **Enter Date of Degree Completion ie. (12/16/2006)** |
| **Date Attended From:** | *If you do not know the exact dates of attendance, please enter the first day of the month.* |
| **Date Attended To:** | *If you do not know the exact dates of attendance, please enter the first day of the month.* |
| **Number of Credits:** | **If Known – Not Required** |

### Step 2:  Select Certificate(s)  <u>**YOU WILL NEED TO COMPLETE THIS STEP THREE TIMES****</u>

**A.  Use the following information to select the appropriate certificate title and type:**

- Select your Area of Interest: **1<sup>st</sup>/2<sup>nd</sup> time: Classroom Teacher**
  **3<sup>rd</sup> time: Classroom Teacher Extensions**
- Select your Subject Area: **1<sup>st</sup> time:** Students with Disabilities
  **2<sup>nd</sup>/3<sup>rd</sup> time: *YOUR* subject area (Biology, English, etc.)**
- Select the Grade Level: **Adolescent – Grades 7-12**
- Select the Title: **1<sup>st</sup> time: Students with Disabilities Grades 7-12 Generalist**
  **2<sup>nd</sup> time: *YOUR* subject area 7-12**
  **3rd time: SWD *YOUR* subject area 7-12**
- Select the Type of Certificate: **1<sup>st</sup>/2<sup>nd</sup> time: Initial Certificate; 3rd time: Initial Certificate Annotation**

**B. After you have selected your certificate title and type, you will have a list of "Pathways" with associated requirements. You must choose a Pathway to continue with the application process.**
- Choose the radio button 1st/3rd times, **Pathway: Approved Teacher Preparation Program**
  2nd time choose, **Pathway: Approved Teacher Preparation Program - Additional Certificate**

**Continue** through the application answering all required questions**;** sign the affidavit and application; and make your payment.  You may pay online using a credit card <u>**or**</u> print out the payment coupon and mail in a US Postal Money Order.

### *<span style="color:red">Need help?</span>*