

The College at Brockport, State University of New York



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.

First: 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 through 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).

Second: 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 NYSED transmitted via email).

Use the following information supplied by your institution to complete the Self-Reported education portion of the online application:

Enter/Edit Education Information: Select “All Other Programs and Coursework”; Then Enter:

State and Province:	New York
Institution Name:	SUC Brockport
Award Title:	Masters Degree
Major:	None
If Other, Enter Major:	Liberal Studies
Date Degree Received:	[Date Format: mm/dd/yyyy] enter anticipated completion date such as 12/15/2007
Date Attended From:	[Date Format: mm/dd/yyyy] enter date study began at Brockport
Date Attended To:	[Date Format: mm/dd/yyyy] enter anticipated completion date such as 12/15/2007
Number of Credits:	30

Step 2: Select Certificate(s)

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

- Select your Area of Interest: **Choose the area of your certificate**
- Select your Subject Area: **Choose the subject of your certificate**
- Select the Grade Level: **Choose the grade level of your certificate**
- Select the Title: **Choose the title of your certificate**
- Select the Type of Certificate: **Choose the type; either permanent or professional**

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.

- Select: **Pathway: Certificate Progression**

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 **or** print out the payment coupon and mail in a US Postal Money Order.

Need help?

Problems using TEACH?
New York State Education Dept. Contact Info:
Technical support available to you by telephone Monday – Friday from
8:00 a.m. until 5:00 p.m. at (518) 486-6041.
Web: <https://portals.nysed.gov/tcert/technical.htm>