Applying for Provisional and/or Permanent Certification in School Counseling on TEACH

Go to www.highered.nysed.gov/tcert/teach

Login to TEACH with your username and password

Click on “TEACH Online Services”

Click on “Apply for Certificate”

The steps to complete the application process are:

Verify/update profile

Select Certificate(s) (see below)

Answer Questions and Sign Affidavit

Confirm and Sign Application

Make payment ($50 per title/extension)

<table>
<thead>
<tr>
<th>PROGRAM CODES</th>
<th>Masters (Provisional)</th>
<th>Advanced Certificate (Permanent)</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Counseling</td>
<td>03418</td>
<td>13915</td>
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Use the following TEACH drop box selections when applying for certificate:

Make the following selections from the drop boxes for Provisional Certificate:

Area of Interest: Administration and Pupil Personnel Services

Subject Area: School Counseling

Grade Level: Pre K-12

Title: School Counselor

Type of Certificate: Provisional Certificate

Make the following selections from the drop boxes for Permanent Certificate:

Area of Interest: Administration and Pupil Personnel Services

Subject Area: School Counseling

Grade Level: Pre K-12—All Grades

Title: School Counselor

Type of Certificate: Permanent Certificate

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