

**The College at Brockport**  
**State University of New York**  
**Certification Office**  
**PHONE (585)395-2344**  
**E-MAIL [peucertification@brockport.edu](mailto:peucertification@brockport.edu)**

<h2 style="margin: 0;">Applying for Provisional and/or Permanent Certification in School Counseling on TEACH</h2>
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Go to [www.highered.nysed.gov/tcert/teach](http://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:

1. Verify/update profile
2. Select Certificate(s) (see below)
3. Answer Questions and Sign Affidavit
4. Confirm and Sign Application
5. Make payment (\$50 per title/extension)

<b>PROGRAM CODES</b>		
	Masters (Provisional)	Advanced Certificate (Permanent)
School Counseling	03418	13915 (School Counselor Supervision) 35363 (School Counselor) 35031 (School Counseling)

**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