Applying Online for New York State Certification
Pathway: Certificate Progression

1. Log in to your TEACH account.

2. Select **Online Application : Apply for a Certificate**.

3. A screen will appear listing the steps that you will take to complete the application. Once you have read this page, select Next at the bottom of the page.

4. You will be asked again to verify your profile. Check the information for errors and proceed by selecting Next.

5. The next step is to select the certificate for which you are applying. You will be selecting from a series of dropdown menus which will populate based on your choices.
   a. Select your area of Interest – You will select Classroom Teacher or Administration.
   b. Select your subject Area – Select your specific area
   c. Select the Grade Level – Select your specific grade level
   d. Select the Title – Select your specific title
   e. Select the Type of Certificate – Choose internship, initial, professional or permanent

6. Click Add.

7. **DO NOT SELECT** the choice marked Approved New York Teacher Certification Programs: Select this radio button if you completed a New York State institution that leads to recommendation for a teaching certificate.

8. You will be prompted to enter the program code found on your Student Application Information form preceding the program name. Enter the code and hit submit. Be sure to enter the appropriate code or your application will not be evaluated properly. TFA applicants – refer to the program chart sent to you for your program code. Your Bank Street program will appear. Select the button next to this and hit Next.

9. You will now be on the **Review Selection Screen**. Choose the option I want my application to be reviewed by the State Education Department. Choose Next.

10. You will now be at the **Sign Affidavit** screen. Answer all questions on this page and read the information carefully. You will be signing under penalty of perjury. Click Sign Affidavit.

11. The **Confirm and Sign Application** screen will appear. Review the information for accuracy and read the terms at the bottom of the screen. Select Sign Application.

12. The last step is the **Make Payment** screen.

13. The **Application Transaction Summery** screen appears. You should print a copy of this for your records as well.

14. Select Done.

15. Repeat steps 7-18 for each area of certification.

16. Request official transcript showing your Bank Street master’s degree conferral by visiting bankstreet.edu.
17. Obtain and complete the Verification of Mentor Experience form

18. Submit official transcripts and the Verification of Mentor Experience form together to the state.

Office of Teaching Initiatives
89 Washington Ave, Rm 5N
Albany, NY 12234

19. IMPORTANT!!!! Check your certification online.
http://www.highered.nysed.gov/tcert/certificate/checkstatus2.html

Log in to your TEACH account and select Inquiry Links then Teach Online Services. Select Certificates and click Go. If your application is still pending, it will appear in the Certificate Applications Section. You can click on the Status to access the most current evaluation. If your certificate(s) appear under the Issued Certificates section, the state has granted your certification(s).

PAY CAREFUL ATTENTION TO THE EXPIRATION DATE AND BE SURE TO TAKE THE APPROPRIATE NEXT STEPS PRIOR TO THIS DATE!

**NOTE for Professional (or Permanent) certificate applicants – the checklist that appears when you submit your application will NEVER grant credit for teaching and mentored experience. This credit is granted by a state evaluator at the time that the application is reviewed.

Note: If submit your application but realize you made an error, you must contact TEACHHELP Line: (518) 486-6041 Monday-Friday 8:00 a.m. to 6:30 p.m.

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