

TEACH System www.highered.nysed.gov/tcert/teach/ , upper right, self-registration/login to TEACH

Create Applicant Login & Password

Complete required info. & select temp. password (make note of userID & password).

When complete, click “create account”

A new password is required the 1st time you login to TEACH

Review info. If correct, click “continue”

Affirm info. is valid & click “OK”

Enter TEACH

Logon w/login ID, old & new password (twice), click “next”

Enter SS#, click “submit”

Enter profile info., click “submit”

Verify/Update Applicant Profile (if in system) or Create User Profile (if not prev. in cert. system/computer)

[This is a summary of personal/demographic info., & self-reported education & employment history]

Create Profile page: enter data, click “submit” for personal, education, employment sections

When done, click “next”

[May change name once. For 2nd & subsequent name changes, must request change via form to NYSED.

Can request SS# change but must send copy of SS card..]

Apply for Certificate

Select one or more, click “add”, “next”

Choose reviewer/BOCES to evaluate your transcripts, workshop certs. (no need to mail application)

Click “sign affidavit” after answering moral character questions

Confirm/sign application after reviewing info., in application, click “submit”

Make payment by entering cr. card on-line, or print coupon to mail in bank check/money order (mail to address specified after you click “mail in check/\$order” and “print coupon” and print.

Mail official transcripts & other required documentation/forms (no application) to your BOCES or to NYSED to the address specified.

Make note of what you’ve applied for via TEACH i.e. Initial Childhood Ed. 1-6, applied on TEACH 5/12/06.

Check regularly to ensure data is correct/complete on TEACH.