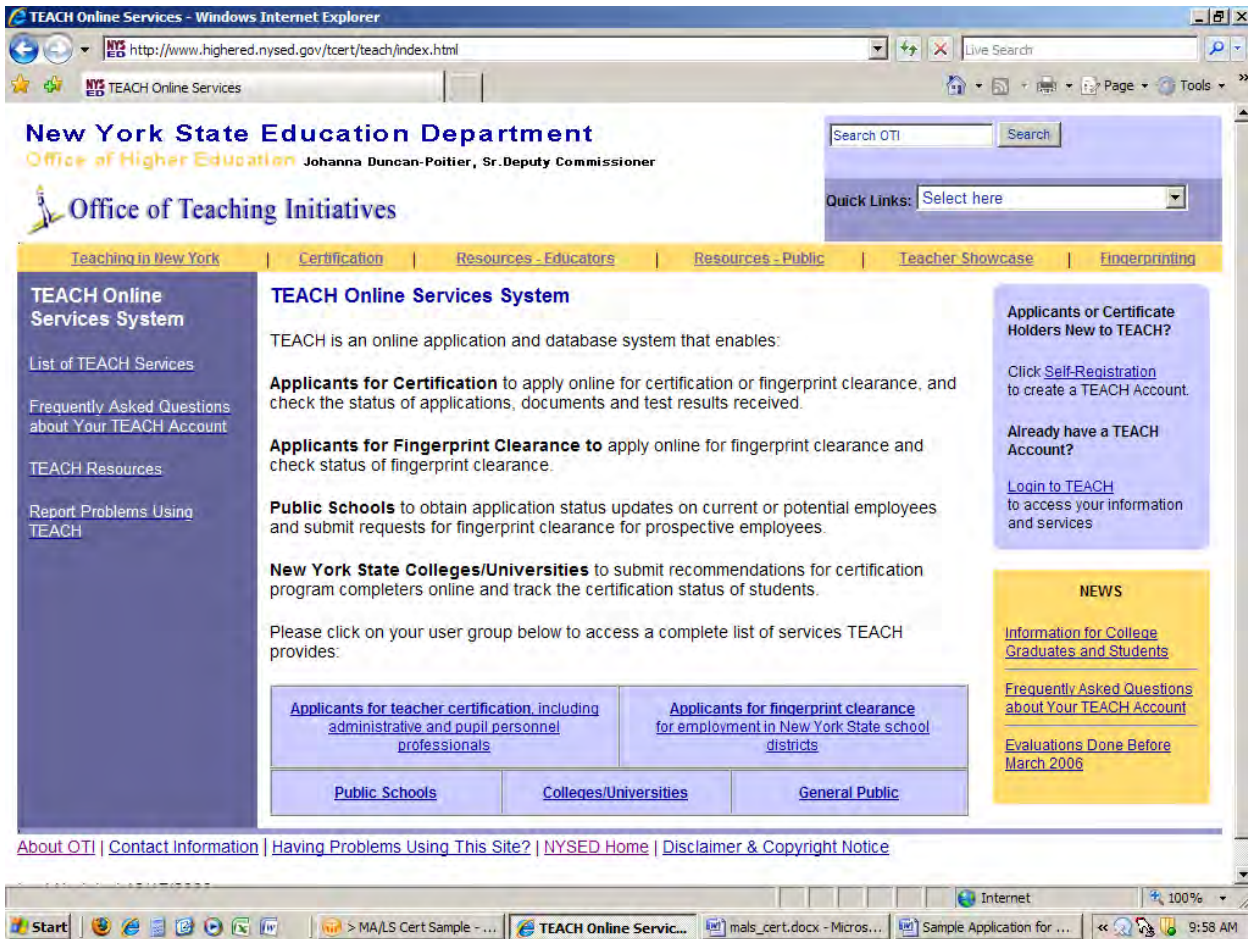




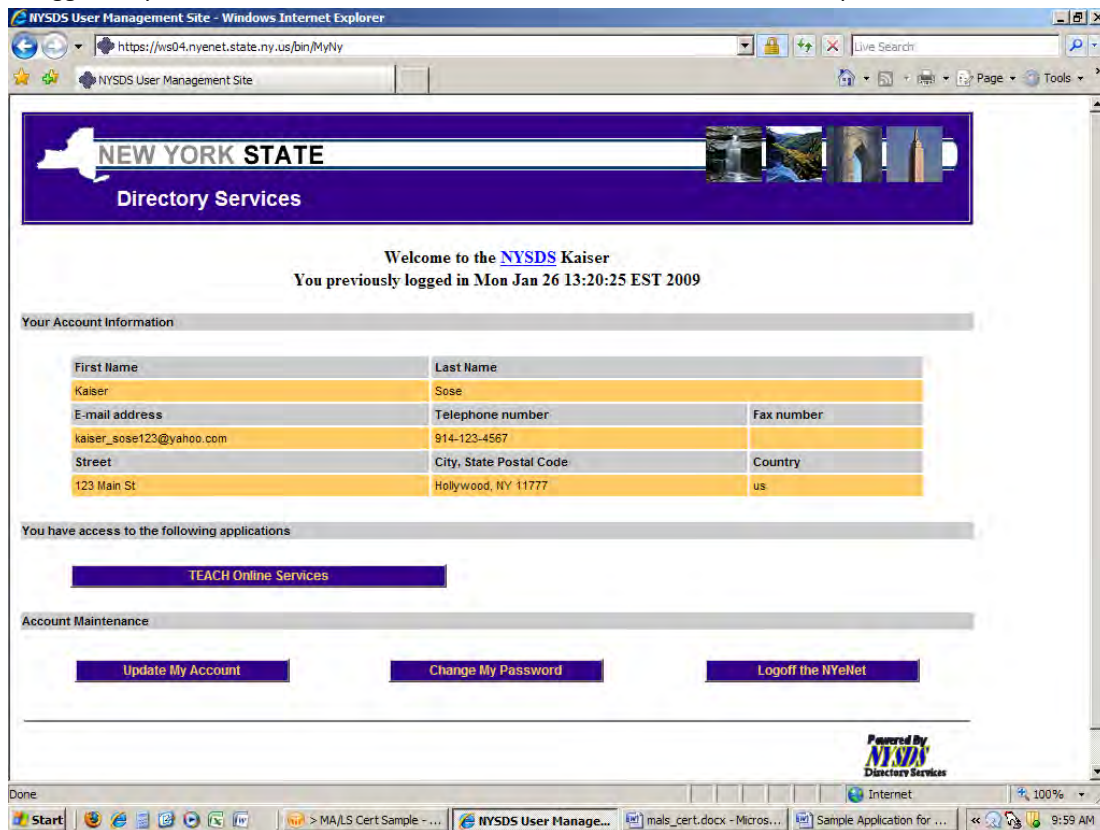
Sample Application for Professional Certification

For students using the MA/LS as a functionally relevant master’s degree for a professional teaching certificate, please follow the **basic** instructions listed below. You must apply for your certificate using the NYSED TEACH web site. Please remember, this is strictly a basic guide and information must be adjusted according to your history, education and experience as appropriate.

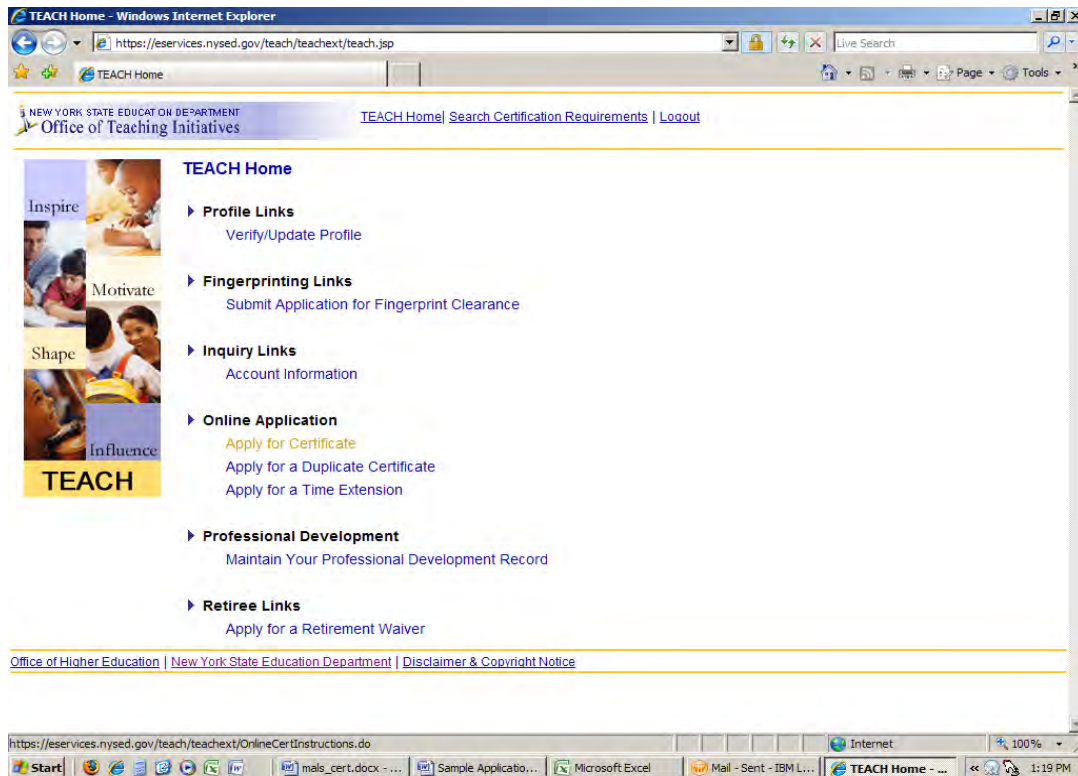
1. Print out an unofficial transcript from your SOLAR Account. This will help you access important information during the application process.
2. Log in to your TEACH account at <http://www.highered.nysed.gov/tcert/teach/index.html>. If you have not already created an account you may do so at this web site by clicking the create an account link. *We strongly urge you to add this web site to your favorites places. You will need it throughout the course of your career.*



3. After you have logged in, you must select the TEACH online services button. This will take you to the TEACH Home page.



4. Select Apply for a certificate under the Online Application menu. It is highlighted in yellow in the picture below.



5. Once directed to the new web page, read it and select Next.

6. You are now at the Verify/Update Profile Page. You should see your contact information as well as your education and employment history. If you do not see your Education and Employment History, you must add it now by clicking the Edit History button on the bottom right. Education History is where you will add information pertaining to your MA/LS degree.
7. Please select: 'All other Programs and Coursework for your MA/LS Degree'. You will then continue to enter:
 - a. Country where your degree was earned- United States of America
 - b. State where your degree was earned- New York
 - c. Institution must be entered as SUNY Stony Brook
 - d. Degree: Masters Degree
 - e. Major: Liberal Arts (Liberal Studies)
 - f. Your graduation date: Can be found on your unofficial transcript
 - g. Attended from: Please enter the date you started the program. It can be found on your unofficial transcript.)
 - h. Attended to: Please enter the date you finished the program. This may match your graduation date and can be found on your unofficial transcript.)
 - i. Enter the number of credits you have completed as part of your MA/LS degree.
 - j. Click the Add button on the bottom right. (It is not visible on the diagram below.)

Enter/Edit Education Information - Windows Internet Explorer

https://eservices.nysed.gov/teach/teachext/refreshCpUpdApplicantEduProfile.do

Enter/Edit Education Information

Enter/Edit Education Information

Enter information about your academic history. The information you provide is subject to verification.

Approved New York Teacher Certification Programs: Select this radio button if you completed a program at a New York State institution of higher education that leads to a recommendation for a teaching certificate. Contact the certification office at your college/university for a Student Application Information Sheet containing the necessary information regarding award title (degree awarded), program code and title, and major field of study to complete this portion of the application.

All Other Programs and Coursework

*Country : UNITED STATES OF AMERICA

*State/Province : NEW YORK

(If non US/Canada) :

*Institution : SUNY STONY BROOK

(If other, Enter The College or University and Attended) :

*Degree : Masters Degree

*Major : Liberal Arts (Liberal Studies)

If other, Enter the Major :

Date Degree Received : 12/31/2008 (mm/dd/yyyy)

*Attended From : 01/01/2005 (mm/dd/yyyy) If you do not know the exact dates of attendance, please enter the first day of the month.

*Attended To : 12/31/2008 (mm/dd/yyyy) If you do not know the exact dates of attendance, please enter the first day of the month.

Number of Credits : 33

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Start male_cert.docx - ... Sample Applicatio... Microsoft Excel Mail - Sent - IBM L... Enter/Edit Educati... 1:29 PM

8. You will see your education History added to the listing on the bottom left of the page. If you need to make any changes, you may do so by clicking edit. Otherwise, click 'Done'.

9. You will now be at the Verify Profile page. Scroll down until you see the 'Employment Information' button just below your education history. If your career/employment history is correct, click next and jump to step 10. If your employment history is incorrect or not updated, please edit your employment history accordingly prior to clicking 'Next' and going forward. (Please see below.)

Enter/Edit Employment Information

Enter information about your paid professional work experience in public or nonpublic school system. List all experience (pre K-12 classroom teaching, pupil personnel services, administrative/supervisory), regardless of whether it corresponds to a certificate for which you are applying.

Enter Paid Professional Work Experience

*Name of School :

*School Location (e.g., City & State) :

*Dates of Employment :

From : (mm/dd/yyyy)

To : (mm/dd/yyyy)

*Employment Type :

Full Time (80 percent or greater)

Part Time (Less than 80 percent)

If part-time, how many hours per week? :

*School Type :

Private

Public

*Describe subject, grades, or areas taught, or supervisory/administrative or pupil personnel services positions:

Click Add to add employment information to your profile

Required fields are marked with an asterisk (*)

10. Please choose the certificate you are applying for by selecting the appropriate choices from the menu:

Area: Please classify your area of education
 Subject Area: **Your Major Content (Biology, Spanish, English, Childhood Education, etc.)**
 Grade Level: **Grade Level you are authorized to teach**
 Select Title: **Select the appropriate title**
 Select Certificate Type: **You may select Professional Certificate if you hold an Initial Certificate.**

Only if you have a Provisional Certificate, may you select Permanent Certificate. *If you are unsure what certificate you have, go back to the TEACH Home Page and select Inquiry. It will display all information pertaining to your license.*

When finished entering this information click Add.

*The illustration below is an example of a particular student's application. It is for example only. Please make sure all of your information is tailored to **your** specific program.*

Step 1 - Verify / Update Profile

Step 2 - Select Certificate(s)

Step 3 - Sign Affidavit

Step 4 - Confirm and Sign Application

Step 5 - Make Payment

Personal Information

Name : KAISER SOSE SSN : 098-76-5432
 Date of Birth : 01/01/1970 Gender : Male

Each certificate is treated as a separate application, with specific requirements associated with each certificate based on the evaluation pathway through which you apply. Fees are assessed for each certificate requested and may differ depending on the type and pathway chosen.

Once you click the Add button, you will be asked a series of questions to help determine the appropriate evaluation pathway through which you should apply. After you have responded, TEACH may be able to determine the best pathway for your application. If a pathway cannot be determined, you will be taken to a page to choose from the remaining available pathways under which you would like to be evaluated.

After you are directed back to this page you may repeat the process to select and apply for additional certificates.

New Certificates and Applications

Select your Certificate Title

Select your Area of Interest : Classroom Teacher
 Select your Subject Area : Biology
 Select the Grade Level : Adolescent - Grades 7-12
 Select the Title : Biology 7-12

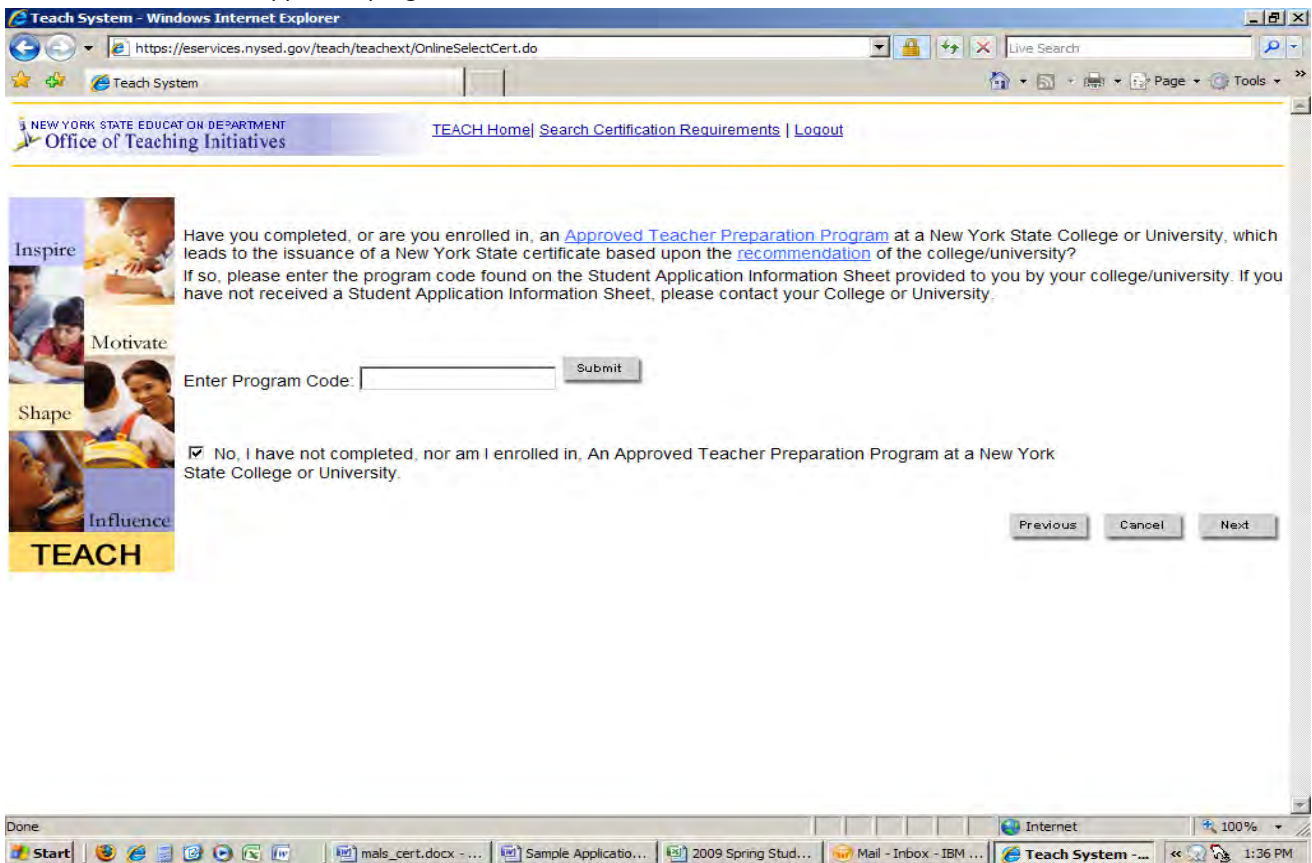
Select your Certificate Type

Select the Type of Certificate : Professional Certificate

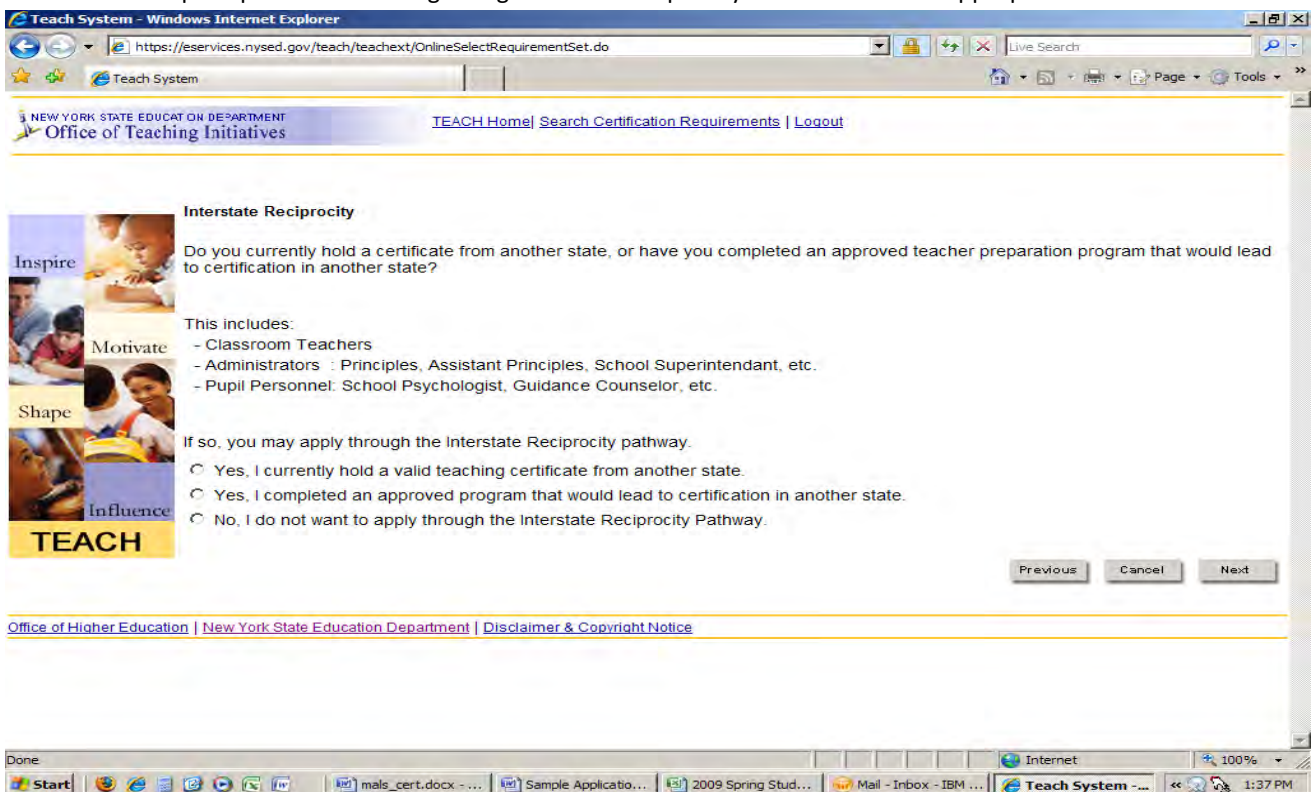
Please make your selections and then click the "Add" button

Add

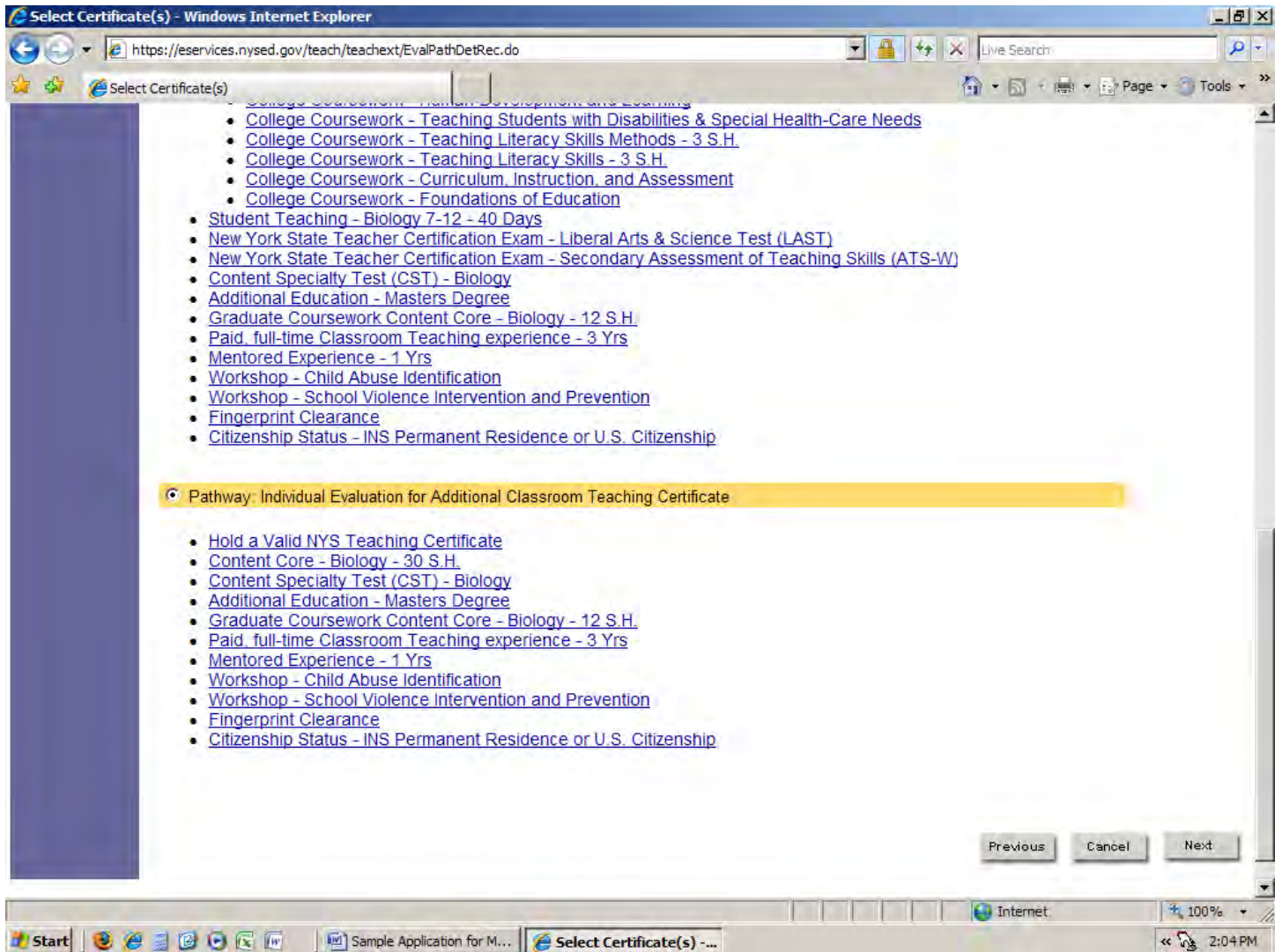
11. After you click Add, you will be sent to a new web page. This page will ask if you are in an Approved Teacher Education Program and it will ask you for a program code. The MA/LS will allow a candidate to receive his/her professional or permanent certificate but is not an approved program. Please select the box marked "NO" as illustrated below and then select Next.



12. You will then be prompted for status regarding interstate reciprocity. Please answer as appropriate and click next.



13. This next prompt will ask you to determine your pathway. Please determine which method applies to your background and select next in the bottom right corner. If you already hold an initial or provisional certificate in the area, you may select 'Pathway: Individual Evaluation for Additional Classroom Teaching Certificate'



14. You will then return to the Certificate Application Page. If you are applying for more certificates enter the information here by repeating steps 10-13. If you are finished applying for your certificates, click next on the bottom right of the page. (Not shown in Diagram)

Select Certificate(s) - Windows Internet Explorer

https://eservices.nysed.gov/teach/teachext/OnlineSelectRequirementSet.do

Date of Birth : 01/01/1970 Gender : Male

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Once you click the Add button, you will be asked a series of questions to help determine the appropriate evaluation pathway through which you should apply. After you have responded, TEACH may be able to determine the best pathway for your application. If a pathway cannot be determined, you will be taken to a page to choose from the remaining available pathways under which you would like to be evaluated.

After you are directed back to this page you may repeat the process to select and apply for additional certificates.

New Certificates and Applications

Select your Certificate Title

Select your Area of Interest : Classroom Teacher

Select your Subject Area : ---Select---

Select the Grade Level : ---Select---

Select the Title : ---Select---

Select your Certificate Type

Select the Type of Certificate : ---Select---

Certificates in this Application

Area of Interest	Title	Certificate Type	Pathway
Classroom Teacher	Biology 7-12	Professional Certificate	Pathway: Individual Evaluation for Additional Classroom Teaching Certificate

Remove Edit Path

Click the "Edit Path" button to change the pathway under which you wish to be evaluated.

Done

Start | Sample Application for M... | Select Certificate(s) - Wi... | 2:04 PM

- 15.

16. You will now be asked to determine where you would like your application evaluated. Choose your source and click "Next"

Select Certificate(s) - Windows Internet Explorer

https://eservices.nysed.gov/teach/teachext/OnlineSelectCert.do

NEW YORK STATE EDUCATION DEPARTMENT
Office of Teaching Initiatives

[TEACH Home](#) | [Search Certification Requirements](#) | [Logout](#)

Step 1 - Verify / Update Profile

Step 2 - Select Certificate(s)

Step 3 - Sign Affidavit

Step 4 - Confirm and Sign Application

Step 5 - Make Payment

Personal Information

Name :	KAISER SOSE	SSN :	098-76-5432
Date of Birth :	01/01/1970	Gender :	Male

If you live in or are seeking employment in a school district served by a local Board of Cooperative Educational Services (BOCES), your application can be evaluated either by the New York State Education Department or by your local BOCES Regional Certification Offices may be more convenient for you to contact and be able to provide you with more personalized service. Please select an option.

I want my application to be reviewed by the State Education Department

I want my application to be reviewed by the BOCES Regional Certification Office

Previous Cancel Next

[Office of Higher Education](#) | [New York State Education Department](#) | [Disclaimer & Copyright Notice](#)

Done

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Start Sample Application for M... Select Certificate(s) - ... 2:07 PM

17. Please read and sign the affidavit on the next web page. Click Next.

18. Verify that all of the information is correct and click 'Sign Application'.

Confirm and Sign Application - Windows Internet Explorer
 https://eservices.nysed.gov/teach/teachext/OnlineApplAffidavit.do

NEW YORK STATE EDUCATION DEPARTMENT
 Office of Teaching Initiatives

[TEACH Home](#) | [Search Certification Requirements](#) | [Logout](#)

Step 4 - Confirm and Sign Application

Personal Information

Name : KAISER SOSE SSN : 098-76-5432
 Date of Birth : 01/01/1970 Gender : Male

You have applied for the following certificate(s) in this session:

Area of Interest	Certificate Type	Title	Application Fee
Classroom Teacher	Professional Certificate	Biology 7-12	\$100.00 USD

Total: \$100.0 USD

- Click Previous to change anything in your application.
- Click Sign Application to submit your application and continue.

I hereby certify that all the statements, attestations, information, and data contained in this application are true and accurate. I also understand that the authorized electronic signature (User ID and password) used to submit this application has the same legal validity and enforceability as a written signature. I understand that any deliberate misstatements contained in this application may be grounds for action against me.

Signed under the penalty of perjury.

Previous Cancel Sign Application

Done Internet 100% 2:10 PM

19. You will then be prompted for payment. Select your payment method and follow the instructions going forward. You will need to send official transcripts that show conferral of your Masters Degree to NYSED as well as any other documents they request. You may mail these documents to:

NYSED
 Office of Teaching Initiatives
 Room 5N-EB
 89 Washington Avenue
 Albany, NY 12234

**Please make sure to periodically check your TEACH account for updates pertaining to your certification. If New York State is missing any information from you, it will be communicated through this web site.*