

# Regional Certification Office 900 Watervliet Shaker Road, Suite 102 Albany, NY 12205

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

# Click on "Log into TEACH"

### Enter your user I.D and password Call 518-486-6041 if you need your I.D. and/or Password

#### NYSED.gov



# You are able to navigate your account from here.

### 1 - Update personal information (if necessary). 2 - Enter your TEACH account.

Click on "Apply for Certificate"



### 1 - Enter the options of the certification sought 2 - Click "Add"

#### Step 2 - Select Certificate(s)



Each certificate is treated as a separate application, with specific requirements associated with each certificate based on the type of certificate (initial, Professional, etc) and the evaluation pathway (Approved Program, individual Evaluation, Reciprocity, etc) 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 may be evaluated. If you do not answer the questions correctly to determine your pathway, the processing of your application may be delayed.

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

#### New Certificates and Applications



## 1 - If you are being college recommended, you will enter the program code. This will not allow you to choose a BOCES office to evaluate your application.

2- If not, click "No" 3 – Click "Next"



# **Interstate Reciprocity**

Personal Information

# 1- Click on "A", "B", or "C". 2 -Click "Next"

### 1 - You can add additional certification applications, or 2 - remove any here

Name SSN Date of Birth Teacher Id: 2. Interstate Reciprocity Gender Do you currently hold a certificate from another state, or have you completed an approved Each certificate is treated as a separate application, with specific requirements associated with each certificate based on the type of certificate (Initial, Teacher Education preparation program that would lead to certification in the state you completed the program? Professional, etc) and the evaluation pathway (Approved Program, Individual Evaluation, Reciprocity, etc) through which you apply. Fees are assessed This includes: for each certificate requested and may differ depending on the type and pathway chosen Classroom Teachers o Administrators: Principals, Assistant Principals, School Superintendent, etc. 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 o Pupil Personnel: School Psychologist, Guidance Counselor, etc. be taken to a page to choose from the remaining available pathways under which you may be evaluated. If you do not answer the questions correctly to If so, you may apply through the Interstate Reciprocity pathway. determine your pathway, the processing of your application may be delayed. a. O Yes, I currently hold a valid teaching certificate from another state in the subject I am applying and have 3 years of Teaching Experience under this certificate After you are directed back to this page you may repeat the process to select and apply for additional certificates. Sec. I completed an Approved Teacher Education program that would lead to certification in the state that I completed the program No, I am not eligible to apply through the Interstate Reciprocity Pathway New Certificates and Applications Select your Certificate Title Previous Cancel Next Select your Area of Interest Classroom Teacher Select your Subject Area : ----Select--n | New York State Education Department | Disclaimer & Copyright Notice Select the Grade Level Select the Title : ----Select---- -Select your Certificate Type Select the Type of Certificate : ----Select---- -Certificates in this Application 2 Title Certificate Type Area of Interest Pathway Pathway: Individual Mathematics 7-Evaluation for Additional Classroom Teacher Initial Certificate Classr m Teaching Cortifi Remove

## Click "Next"

If you want my office to evaluate the application:

- 1 Click on "I want my application to be reviewed by the BOCES Regional Certification Office"
- 2 Choose "COUNTY OF ALBANY" from the drop down menu
  - 3 Click on "CAPITAL REGION BOCES" 4 – Click "Next"

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	Area of Interest	Title		Certificat	te Туре	Pathway	
O	Classroom Teacher	Mathematics 7- 12		Pathway: Individual Evaluation for Additional Classroom Teaching Certificate		ional Ig	
Certifica	tes and Applications on File						Remove
с	ertificate	Date Applied	Date Issu	ed	Effective Date	Date Expires	Status
Classroom Teacher, Initial Certificate, Childhood Education (Grades 1-6)		03/16/2007	06/05/2007		09/01/2007	08/31/2012	Expired
Classroo Initial Ce Childhoo (Birth-Gr	m Teacher, rtificate, Early d Education ade 2)	03/16/2007	06/05/200	17	09/01/2007	08/31/2012	Expired
Classroo Professio Literacy	om Teacher , onal Certificate , (Birth-Grade 6)	04/07/2011	05/24/201	1	09/01/2011		Issued
Classroom Teacher, Professional Certificate, Early Childhood Education (Birth-Grade 2)		04/07/2011	06/21/2011		09/01/2011		Issued
Classroom Teacher, Professional Certificate, Childhood Education (Grades 1-6)		04/07/2011	06/21/2011		09/01/2011		Issued
Classroo Initial Ce Literacy	m Teacher , rtificate , (Birth-Grade 6)	05/22/2008	08/20/200	8	09/01/2008	08/31/2013	Issued
						Previous	Cancel Next



# 1- Answer the Personal Information2 - Click "Sign Affidavit"



#### I submit the following sworn statement in support of this application.

\* Select only A or B. If you select B, you must check one of the following statements below.

- A. I Am Not Obliged To Pay Child Support.
- B. I Am Obliged To Pay Child Support.
  - I Am Up To Date In The Payment Of Child Support.
  - I Am Making Payments By Income Execution.
  - Child Support Is The Subject Of Pending Court Proceeding.
  - I Am Receiving Public Assistance.
  - None of the above apply

I understand that the intentional submission of false written statements for the purpose of frustrating or defeating the lawful enforcement of support obligations is punishable pursuant to Section 175.35 of the Penal Law of the State of New York.

#### Moral Character Determination

Answer each question by indicating "YES" or "NO".

\* You must respond to all questions.

A	Have you ever been dismissed from, resigned from, entered into a settlement agreement, or otherwise left employment to avoid investigation and/or dismissal for alleged misconduct?	YES	NO
В	Are you the subject of any pending investigation and/or disciplinary charge(s) pertaining to employment?	YES	NO
С	Have you ever been found guilty after trial, or pleaded guilty, no contest, nolo contendere, or had adjudication withheld to a crime (felony or misdemeanor) in any court?	YES	NO
D	Do you currently have any criminal charge(s) pending against you?	YES	NO
Е	Have you ever had an application for a teaching, professional or vocational credential (i.e., license, certificate or registration) in New York or any other jurisdiction denied?	YES	NO
F	Have you ever surrendered a teaching, professional or vocational credential (i.e., license, certificate or registration) or had such credential revoked, suspended, invalidated or otherwise subjected to a disciplinary penalty in any jurisdiction?	YES	NO
G	Are you the subject of any pending investigation and/or disciplinary charge(s) for professional misconduct in any jurisdiction?	YES	NO
н	If you answered "YES" to any of the moral character questions, please provide an explanation :		

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By SIGNING this affidavit, I confirm that all the information I provided is true and contains no misrepresentation or falsehoods. Signed under penalty of perjury.



# Search Certification Requirements

1 - Enter the options of the certification

**Click on "Search Certification Requirements"** 

sought 2 – Click "Search"



You can scroll down until you find the pathway that suits your situation: Approved Teacher Preparation Program, Individual Evaluation, Individual **Evaluation for Additional Classroom Teaching Certificate, Interstate Reciprocity, National Board Certification** 

## If you don't understand the requirement, click on a it.

Following are all possible pathways available to receive the certificate specified above. The specific requirements to satisfy each pathway are also listed.

#### Pathway: Approved Teacher Preparation Program

#### Requirements:

- Completion of a NYS Registered Program Mathematics 7-12
  Institutional Recommendation Mathematics 7-12
- New York State Teacher Certification Exam Liberal Arts & Science Test (LAST)
- · New York State Teacher Certification Exam Secondary Assessment of Teaching Skills (ATS-W)
- · Content Specialty Test (CST) Mathematics
- · Fingerprint Clearance

#### Pathway: Individual Evaluation

#### Requirements:

- · Education Bachelors Degree
- · Minimum 2 50 Undergraduate GPA
- · General Core in Liberal Arts and Sciences 30 S H. o College Coursework - Artistic Expression
  - o College Coursework Communication
  - o College Coursework Information Retrieval
  - o College Coursework Humanities
  - o College Coursework Language other than English (including American Sign Language)
  - o College Coursework Written Analysis and Expression
  - o College Coursework Concepts in Historical and Social Sciences
  - o College Coursework Scientific Processes
  - <u>College Coursework Mathematical Processes</u>
- · Content Core Mathematics 30 S.H.
- Pedagogical Core 21 S.H.
  - o College Coursework at Student Developmental Level Adolescent Grades 7-12 6 S.H.
  - o College Coursework Human Development and Learning
  - College Coursework Teaching Students with Disabilities & Special Health-Care Needs
    College Coursework Teaching Literacy Skills Methods 3 S.H.
  - o College Coursework Teaching Literacy Skills 3 S.H.
  - o College Coursework Curriculum, Instruction, and Assessment

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#### Requirements:

- Completion of a NYS Registered Program Mathematics 7-12
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- · New York State Teacher Certification Exam Secondary Assessment of Teaching Skills (ATS-W)
- · Content Specialty Test (CST) Mathematics
- · Fingerprint Clearance

#### Pathway: Individual Evaluation

#### Requirements:

- Education Bachelors Degree
- · Minimum 2 50 Undergraduate GPA
- General Core in Liberal Arts and Sciences 30 S H o College Coursework - Artistic Expression
- o College Coursework Communication o College Coursework - Information Retrieval
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  - o College Coursework Teaching Literacy Skills 3 S.H.
  - o College Coursework Curriculum, Instruction, and Assessment

• If you click on a requirement, an additional description will come up

### Certification

- <u>Certification from Start to Finish</u>
- Preparation Pathways
- Types of Certificates and Licenses
- Search Certification Requirements
- Applying for a Certificate
- Testing
- Maintaining Your Certificate

## **Requirement Description**

#### COLLEGE COURSEWORK

College coursework is study taken for college credit, completed at or transferred to a degree-granting institution of higher education approved by the New York State Commissioner of Education or a regional accrediting agency. Coursework must be offered for degree credit by the college, whether or not you obtain the degree.

Pedagogical coursework must be earned at an institution of higher education with an approved teacher education program that leads to teacher certification in the state in which the college is located, or a community college with an articulation agreement with such an institution (contact your college).

Unacceptable coursework is that which is not credit-bearing or not applicable toward a degree. Examples of unacceptable coursework: professional development courses, continuing education courses, often measured in Continuing Education Units (CEUs), audited courses, and courses that have been waived or for advanced placement (such as high school courses) without credit toward a degree.

See Acceptable Colleges

Acceptable Grades

Semester Hour Equivalents

This area refers to studies that are concerned with human thought and culture, such as literature, religion, philosophy, and cultural anthropology.