Please use the information provided below to assist you in completing your online application for NYS Teacher Certification.

First: Create User Login and Password

In order to apply online, you will enter TEACH online services via the Office of Teaching Initiatives Web site at www.highered.nysed.gov/tcert and create a TEACH login and password at the New York State Directory Services site. Instructions are provided as you go through this process. Once you have created your login and password this step is completed and you never have to repeat this process (unless you forget your password). PLEASE WRITE DOWN YOUR USERNAME AND PASSWORD AS IT IS VERY DIFFICULT TO GET IN TOUCH WITH STATE ED IF YOU FORGET THEM!! Keep this info someplace safe.

Username:___________________________________ Password:__________________________________

Second: Creating a TEACH Account & Completing the Application

Step 1: Create Applicant Profile

Enter your personal information and preferences (such as opting to be included in the statewide teacher clearinghouse or having most correspondence from us transmitted via email).

Use the following information to complete the Self-Reported education portion of the online application:

Institution Name: SUNY Albany
Award Title: MS
Program Code: 25139
Major: Education
Date Degree Received: Enter approximate date of graduation [Format: mm/dd/yyyy]
Date Attended From: Enter approximate date program was started [Format: mm/dd/yyyy]
Date Attended To: Enter approximate date program will be completed [Format: mm/dd/yyyy]
Number of Credits:
- Birth-Grade 6: 30
- Grades 5-12: 30
- Birth-Grade 12: 36

Step 2: Select Certificate(s)

A. Use the following information to select the appropriate certificate title and type:
   Note: (For Birth-Grade 12, you apply for both certificates)

   - Select your Area of Interest: Classroom Teacher
   - Select your Subject Area: Literacy
   - Select the Grade Level:
     - Select the appropriate Grade Level for your degree:
       - Birth-Grade 6
       - Grades 5-12
   - Select the Title:
     - Select the appropriate Title for your degree:
       - Literacy (Birth-Grade 6)
       - Literacy (Grades 5-12)
   - Select the Type of Certificate:
     - Initial (if you have less than 3 years of teaching experience)
     - Professional (if you have 3+ years of teaching experience)
B. After you have selected your certificate title and type, you will have a list of “Pathways” with associated requirements. You must choose a Pathway to continue with the application process.

- Choose the radio button **Pathway: Approved Teacher Preparation Program-Additional Certificate**
- Choose the radio button that you want NYSED to review your application.

Continue through the application answering all required questions; sign the affidavit and application; and make your payment. You may pay online using a credit card or print out the payment coupon and mail in a US Postal Money Order.

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**Need help?**

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<th>Problems completing your application?</th>
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<tbody>
<tr>
<td>Institution Contact Info:</td>
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<tr>
<td>Pathways Into Education Center</td>
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<tr>
<td>(518) 442-4828</td>
</tr>
<tr>
<td><a href="mailto:piecenter@albany.edu">piecenter@albany.edu</a></td>
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<tr>
<td>Dr. Christine Smith, Certification Officer</td>
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<tr>
<td>(518) 442-4986</td>
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<tr>
<td><a href="mailto:csmith2@albany.edu">csmith2@albany.edu</a></td>
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<tr>
<td>New York State Education Dept. Contact Info:</td>
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<tr>
<td>Technical support available to you by telephone Monday – Friday from 8:00 a.m. until 5:00 p.m. at (518) 486-6041. Web:</td>
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<tr>
<td><a href="https://portals.nysed.gov/ltcert/technical.htm">https://portals.nysed.gov/ltcert/technical.htm</a></td>
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<td>(Please be aware that due to budget cuts, it is very difficult to get through to anyone at TEACH.)</td>
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