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 though 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:** 25143
- **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:** 42

**Step 2: Select Certificate(s)**

**A. Use the following information to select the appropriate certificate title and type:**

- Select your Area of Interest: Classroom Teacher – Foreign Languages
- Select your Subject Area: Spanish
- Select the Grade Level: Adolescent – Grades 7-12
- Select the Title: Spanish 7-12
- Select the Type of Certificate: Initial

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