

Be In the Know: Teacher Certification What to Do As a New Teacher in a NYC Charter School

If you already have a TEACH account, click on “Log into TEACH” and enter your user name and password.

If you do **not** already have a TEACH account:

1. Register on NYSED’s TEACH at www.highered.nysed.gov/tcert/teach
2. Create a TEACH account by clicking on Self-Register and complete all required fields on the registration form.
3. Generate a Preferred User ID, Password Reset Information and a Password and then click on Create Account. Put your User ID and Password in a safe place.

Once you have established a TEACH account:

1. Once you log in, click on TEACH Online which will bring you to the Directory Page.
2. Update your Directory Page: this allows you to update your contact information :
 - a. Profile Links – Update/Add Education, Employment and Personal Information
 - i. **Be sure to include ALL teaching experience to date and update this information on a regular basis**
 - ii. For charter school experience, write the full name of your charter school including the words “charter school.” Please click on PRIVATE in the column that asks if your school is a PUBLIC school. Although we are non-traditional public schools, this question affects the Mentoring Requirement when applying for a PROFESSIONAL certificate.
 - b. Fingerprint Links – Submit Application for Fingerprint Clearance. Kindly refer to www.nyccharterschools.org/fingerprinting for more details about fingerprint clearance for employment in the charter schools.
 - c. Inquiry Links – General Account Status Information
 - d. Online Application – apply for a Certificate, Duplicate Certificate or Time Extension
 - e. Professional Development – ONLY for people with a Professional Certificate - Maintain Your Professional Development activities (More information can be found on the [Charter Center’s website](#)).
 - f. Payment Links – Pay for Certificate or Fingerprinting Applications

Apply for a Certificate

1. Go to <https://eservices.nysed.gov/teach/teachext/CertRequirementHelp.do>
2. Look at the drop-down menu under Search Certification Requirements. The majority of you will be applying for "CLASSROOM TEACHER." The other categories are "Administration and Pupil Personnel Services, Career and Technical Teacher, Classroom Teacher – Foreign Languages, Classroom Teacher Extensions, Classroom Teacher Extensions – Foreign Languages, Other Extensions, and Other School Service (for Teaching Assistants).
3. Select Certificate(s) – Select your Certificate Title (see example below). You must (Add) each certificate you want to apply for. The examples are in parenthesis below:
 - a. Select your Area of Interest (Classroom Teacher)
 - b. Select your Subject Area (Childhood Education)
 - c. Select the Title (Childhood Education Grades 1-6)
 - d. Select your Certificate Type (Initial)
4. Select the applicable pathway such as "Approved Teacher Preparation Program at a New York State College or University." Other pathways include "individual (transcript) evaluation" and "interstate reciprocity." Please note that you will answer a few questions before the correct pathway is selected.
5. Sign Affidavit – Answer all questions and click on (Sign Affidavit). By signing this affidavit, you are confirming that all of the information you have provided is true and not misrepresented in any way.
6. Confirm and Sign Application – Double check to ensure that you have completed the application and click on (Sign Application).
7. Make Payment – It is best to pay online via credit card. You can only pay with Visa or MasterCard on TEACH. The next page will show "Application Transaction Summary." Print this for your personal records.

What are the certification pathways for me to choose from?

1. Approved program – Contact your college/university's certification office for their process
2. Individual evaluation – Mail ALL OFFICIAL college/university transcripts to the SED. They do NOT accept copies or computer-generated transcripts). Both the bachelor's and master's transcripts MUST show the conferral date(s). Mail should be addressed to:
NYS Education Department
Office of Teaching Initiatives, Room 5N - EB
Albany, New York 12234
3. Interstate reciprocity – This is very tricky, especially if you completed an alternative certification program. You need to mail ALL ORIGINAL college/university transcripts (see individual evaluation above) PLUS COPIES of all out-of-state teaching certificates. If you have prior teaching experience, make sure that you have entered the information on your TEACH profile.

- a. Interstate reciprocity -
<http://www.highered.nysed.gov/tcert/certificate/teachrecother.html>
 - i. List of acceptable level certificates –
<http://www.highered.nysed.gov/tcert/certificate/levelcert.html>
4. National Board Certification – This is for candidates who possess a certification from the National Board for Professional Teaching Standards who wish to apply for a certificate in a subject and level comparable to your National Board Certificate -.
<http://www.highered.nysed.gov/tcert/certificate/nbc.html>
5. Make copies of everything you submit to the SED for your own personal files and also give copies to your school's HR/Ops Director or whoever is responsible for certification compliance in your school. Please be advised that the SED is very backlogged in opening their mail and logging it in so be sure to check your TEACH account to ensure that it is logged in by going to Account Information and then Correspondence.

REMEMBER: Pay the application fee in accordance with the certification pathway you have selected.

Please refer to the links below if you need assistance:

- To report problem(s) using the TEACH online system, you can call the TEACH HELP line at 518.486.6041 between 9:00am and 4:00pm on Monday – Friday. If you have forgotten your TEACH -
 - USERNAME go to <https://ws04.nyenet.state.ny.us/FUIDV3/fuid.xhtml>
 - PASSWORD go to <https://ws04.nyenet.state.ny.us/FPSV3/fps.xhtml>
 - NOTE: Please enter the email address that you used when you CREATED your TEACH login account. If this is no longer your address, you will be able to change this when you are able to go into your account. If you still cannot resolve your TEACH login issues, then go to Report Problems Using TEACH Form at <https://secureforms.nysed.gov/ohe/tcert/technical.cfm>
- List of Frequently Asked Questions about your TEACH Account (really helpful topics)
 - <http://www.highered.nysed.gov/tcert/teach/teachappfaq.html#login>
- Everything you want, need (and don't need to know) about teacher certification
 - http://www.highered.nysed.gov/tcert/topics_az.html
 - This includes topics such as time extensions to Initial certificates, reissuance of the Initial certificate, name change, address change, college coursework, maintaining your Professional certificate, coursework to satisfy unmet requirements, check status of application, etc.
- Extra tidbits of information
 - New certification exams are coming your way!
<http://www.highered.nysed.gov/tcert/certificate/certexams2012.html>
 - <http://www.highered.nysed.gov/tcert/faqtests.html>
 - The sunset of the individual evaluation pathway has been extended from September 1, 2013 to May 1, 2014. This has been extended for several years so make sure you check the status at <http://www.highered.nysed.gov/tcert/news/inevaldeadline.html>
- Interstate reciprocity
 - <http://www.highered.nysed.gov/tcert/certificate/teachrecother.html>
 - List of acceptable level certificates – <http://www.highered.nysed.gov/tcert/certificate/levelcert.html>