

**Student Application Information Sheet**  
New York State Teacher Certification

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

**First: Create User Login and Password**

[To self-register and login to TEACH go to http://www.highered.nysed.gov/tcert/teach/teach.htm](http://www.highered.nysed.gov/tcert/teach/teach.htm) and follow the instructions provided at this site. 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).

**Second: 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).

**For each category below, use the italicized information following your bolded major to complete the Self-Reported education portion of the online application:**

Institution:        *Nyack College*

Award Title:      **Childhood- *Master of Science***  
**Childhood Special Education- *Master of Science***  
**Inclusive Education Curriculum- *Master of Science***  
**English to Speakers of Other Languages – *Master of Science***

Program:        **Childhood- *31245 Childhood Education 1-6***  
**Childhood Special Education BS/MS- *30308 Childhood Education***  
**Childhood Special Education MS- *30306 Childhood Special Education***  
**Inclusive- *25970 Inclusive Education Curriculum***  
**ESOL – *1508***

Major:            **Childhood- *Childhood Education***  
**Childhood Special Education BS/MS- *Other?***  
**Childhood Special Education MS- *Special Education***  
**Inclusive- *Other?***  
**ESOL - *Other***

Date Degree Received: *Check your transcript*

Attended From: *Check your transcript*

Attended To:    *Check your transcript*

Number of Credits: *Check your transcript*

**Repeat this section for all degrees you have earned at each institution.**

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

**A. Use the italicized information following your bolded major to select the appropriate certificate title and type:**

**Childhood Education--**

Select your Area of Interest: *Classroom Teacher*  
Select your Subject Area: *Childhood Education*  
Select the Grade Level: *Childhood - Grades 1-6*  
Select the Title: *Childhood Education (Grades 1-6)*  
Select the Type of Certificate: *Initial Certificate\**

**Childhood Special Education MS--**

Select your Area of Interest: *Classroom Teacher*  
Select your Subject Area: *Students with Disabilities*  
Select the Grade Level: *Childhood - Grades 1-6*  
Select the Title: *Students with Disabilities (Grades 1-6)*  
Select the Type of Certificate: *Initial Certificate\**

**Childhood Special Education BS/MS--**

Add 2 certificates following the Childhood Education and Childhood Special Education info above.

**ESOL - MS**

**Select your Area of Interest** **Classroom Teacher**  
**Select your Subject Area** **ESOL**  
**Select Grade Level** **PK-12**  
**Select the Title** **ESOL**  
**Select the Type of Certificate** **Initial Certificate \*\* See below for when to apply for Prof. Cert.**

**\*Inclusive Education: Gifted Extension--**

Select your Area of Interest: *Other Extensions*  
Select your Subject Area: *Gifted Education*  
Select the Grade Level: *Pre K-12 All Grades*  
Select the Title: *Gifted Education Extension*  
Select the Type of Certificate: *Permanent Extension*

**\*Inclusive Education: Bilingual Extension--**

Select your Area of Interest: *Other Extensions*  
Select your Subject Area: *Bilingual Education*  
Select the Grade Level: *Pre K-12 All Grades*  
Select the Title: *Bilingual Education Extension*  
Select the Type of Certificate: *Permanent Extension*

**\*Inclusive Education: Middle School Extension--**

Select your Area of Interest: *Classroom Teacher Extensions*  
Select your Subject Area: *[subject in which you are already certified or wish to be]*  
Select the Grade Level: *[already 7-12 certified, choose grades 5-6; already elementary certified, choose 7-9]*  
Select the Title:  
Select the Type of Certificate: *Permanent Extension*

\* Note: If you have completed 3 years of paid, full-time teaching experience, completed 1 year of mentored experience, passed the four NYS teacher certification exams (LAST, ATS-W, CST, and ATS-P), completed the workshops on child abuse identification and school violence intervention and prevention, your fingerprints have been cleared, you are an INS Permanent Resident or US

citizen, and your initial certificate is still valid... **then you can also apply for a Professional Certificate for your initial certification(s).**

- For example, if you were initially certified in Music Education and took the Inclusive Education Gifted Extension program...apply for the permanent extension in gifted education and apply for professional certification in Music Education because the master's program is approved to lead toward professional certification (provided all other criteria mentioned above are met as well).

**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.**

- o Choose the radio button, "Pathway: Approved Teacher Preparation Program" (if it doesn't work ASK KRISTEN FOR HELP and do not choose individual evaluation).**
- o (Extension only candidates must INSTEAD choose the radio button, "Pathway: Individual Evaluation" and it costs \$100 (instead of \$50 approved program pathway). No institutional recommendation for certification will be done for you.

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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## ***READ ALL OF THIS!***

IMPORTANT NOTES FROM THE EDUCATION OFFICE:

You can also check in the online system to see if the institutional recommendation has been completed by the Graduate Registrar's Office. Give a few weeks after graduation for the office to submit the recommendation, and if it still has not been done, then contact Joseph Lee for a reason. Check this yourself online by going to the TEACH Home page after login and clicking on the Inquiry Links' Account Information link. Highlight all of the options in the box and click Go! You will be able to see everything about your account, including the certificate you applied for and your progress toward issuance of that certificate, pass/fail for your certification tests, institutional recommendation, etc.

If you are graduating at another time than December or May, a recommendation will NOT automatically be generated for you until the next December or May degree conferral date; you must contact Joseph Lee in the Graduate Registrar's Office upon graduation to request institutional recommendation sooner than that (i.e. June graduates should contact Joseph in June/July or a recommendation will not be generated until December).

Keep checking certification requirements to see what is required of you to keep the level of certification that you have as well as to progress to the next level of certification:

<https://eservices.nysed.gov/teach/certhelp/CertRequirementHelp.do>

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