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

**First: Log into TEACH**

**Second: Click- Apply for Certificate**

**Step 1: Verify or Update the Applicant Profile**

* Make sure your graduate date is added.
* Make sure you use your permanent mailing and email addresses
* Use the following information to complete the Self-Reported education portion of the online application:

**Step 2: Select Your Certificate Title**

* Select your area of interest= Classroom Teacher
* Select your subject
* Select your grade level= Adolescent- 7-12
* Select the title= at this time you are only selecting the subject (do not include students with disabilities or STEM)
* Select the certificate type= initial certificate
* Click “Add”

**Step 3: Enter the program code from the list below:**

For BA: Adolescence Education, English 25746

Adolescence Education, Social Studies 25751

Adolescence Education, Mathematics 25749

Adolescence Education, Spanish 25752

Adolescence Education, French 25747

For BS: Business and Marketing, All Grades 25753

 Adolescence Education, Mathematics 25748

Adolescence Education, Biology 25744

Adolescence Education, Chemistry 25745

Adolescence Education, Physics 25750

For Certificate: Adolescence Education 25754

 **(This code is used only by Certification Program returning students)**

**Step 4: Complete the 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.

Please use the following steps when applying for the 5-6 extension

Note: You must first complete and pay for the application for your initial certification before you can apply for the 5-6 extension, but it can follow immediately.

**First: Log into TEACH**

**Second: Click- Apply for Certificate**

**Step 1: Verify or Update the Applicant Profile**

* Make sure your graduate date is added.
* Use the following information to complete the Self-Reported education portion of the online application:

**Step 2: Select Your Certificate Title**

* Select your area of interest= Classroom Teacher Extensions
* Select your subject
* Select your grade level= Grades 5-6
* Select the title= Subject 5-6 extension (be sure to choose the one that has extension spelled out if there is an option)
* Select the certificate type= Initial Extension Annotation
* Click “Add”

**Step 3: Enter the program code from the list below (it is the same as the initial certification):**

For BA: Adolescence Education, English 25746

Adolescence Education, Social Studies 25751

Adolescence Education, Mathematics 25749

Adolescence Education, Spanish 25752

Adolescence Education, French 25747

For BS: Business and Marketing, All Grades 25753

 Adolescence Education, Mathematics 25748

Adolescence Education, Biology 25744

Adolescence Education, Chemistry 25745

Adolescence Education, Physics 25750

For Certificate: Adolescence Education 25754

 **(This code is used only by Certification Program returning students)**

**Step 4: Complete the 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.

Problems using TEACH?

New York State Education Department Contact Information:

Technical support available to you by telephone Monday-Friday

from 8:00 a.m. until 5:00 p.m. at (518) 486-6041.

Web: <https://portals.nysed.gov/tcert/technical.htm>

**Forgot your ID?**

The State Education Department has also implemented a new feature in the TEACH system to address situations where your students have an account in TEACH but forget their user ID. The link for this is https://ws04.nyenet.state.ny.us/sreg/ForgotUserId.