

SUNY NEW PALTZ CERTIFICATION APPLICATION INFORMATION SHEET

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

FOR PROGRAM: *Certificate of Advance Studies School District Business Leader Pre K-12*

Logging in to TEACH

1. Go to NYSED's Teach System page, which is compatible with Google Chrome and Microsoft Edge:
2. <http://www.highered.nysed.gov/tcert/teach/>
3. Click on "Login to TEACH" and sign in using the username and password you created when applying for your Fingerprints.
4. Click on the "TEACH Online Services" bar (with the children raising their hands).
5. Enter your Social Security number, (if you did not just create your account you will not get this step) and then click "Submit."
6. Under the heading "Online Application," click "Apply for Certificate."
6. Click "Next."

Completing the Application

Step 1 – Create Applicant Profile

This is where you 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). This is also where you enter your **self-reported education and work experience**. These are important because, TEACH allows applicants to choose a certificate and the Approved Teacher Preparation Program Pathway based upon the education reported in your Profile section. Enter your education in the following format:

Click "Edit Education Info."

This will take you to the page headed "Enter/Edit Education Information." Choose the following:

INSTITUTION:	<i>SUC New Paltz</i>
DEGREE:	<i>Certificate of Advanced Studies</i>
MAJOR:	<i>School Business Leadership</i>
DATE DEGREE RECEIVED:	<i>(Same date as "Attended To:")</i>
ATTENDED FROM:	<i>mm/dd/yyyy</i>
ATTENDED TO:	<i>mm/dd/yyyy</i>
NUMBER OF CREDITS:	<i>Enter number of credits at graduation (See your unofficial transcript.)</i>

Click "Add."

Click "Done."

Click "Next."

You may ignore the "Please review and correct the following errors" automatic notice.

Click "Next."

Step 2 – Select Your Certificate Title

This is where you will choose your certificate type and title. Choose from a series of five dynamically filtered dropdowns to arrive at the appropriate certificate for the program you have completed, **starting with either the Initial SBL or Professional SDL**. The TEACH System doesn't let you put two applications in the "cart," so you'll need to apply and pay for one before you go back and apply for the second. Choose from **either** of the following below:

SELECT YOUR AREA OF INTEREST:	<i>Administration & Pupil Personnel Services</i>
SELECT YOUR SUBJECT AREA:	<i>School Administration & Supervision</i>
SELECT THE GRADE LEVEL:	<i>Pre K-12 - All Grades</i>

SELECT THE TITLE:
SELECT THE TYPE OF CERTIFICATION:

School District Business Leader
Professional Certificate

Click "Add."

As you are enrolled in an Approved Teacher Preparation Program at SUNY New Paltz, which leads to the issuance of a New York State certificate, enter the following five-digit Program Code in the box and then click "Submit." (Be sure to type in only the five numbers with no spaces before or after the Code number.)

PROGRAM CODE: <i>29037 School District Business Leader</i>

Click "Select" round radio button on left and click "Next."

Click "Next."

Select "I want my application to be reviewed by the State Education Department."

Click "Next."

Step 3 – Child Support & Character Questions

You will answer the Certification Regarding Child Support and Moral Character Determination questions here then sign the affidavit. If you answer "yes" to any of the moral character questions, you must enter an explanation in the text box provided.

Sign the affidavit by clicking on the button "Sign Affidavit."

Step 4 – Sign Application

You will sign the application by clicking on the button "Digital Signature" and attesting that all statements and information they provided in the application are true. **Please note** that up to this point (signing the application), you may back-out of the application process – no certificate or affidavit information will be saved. After the application is signed, the application is saved and submitted.

Print "**Application Transaction Summary**" but remember this is automatically generated and doesn't reflect our recommendation for you.

Click "Next."

Step 5 – Make Payment

You will have the choice to pay your application fee online using a credit card or to print out the payment coupon and mail in a US Postal Money Order. Upon completing the payment process, TEACH will do an automated evaluation and return a list of unmet requirements. You can use this to track the completion of unmet requirements.

Click the "Select" square box for "Pay by Credit Card."

Click "Submit."

Enter your credit card information (VISA or Mastercard only).

Print or make a copy of the receipt and email it to yourself.

Make a copy of the receipt and save it.

Click "Home" to return home, and then "Logout."

NEXT STEPS: When applying for Professional certification in a CAS program, please be sure to **send official transcripts of your master's degree to NYSED** in order to complete the "Additional Education" requirement for the Approved Teacher Preparation pathway. Send transcripts to NYSED at:

Certification Unit

Office of Teaching Initiatives

New York State Education Department

89 Washington Ave., 5N Education Building

Albany, New York 12234

Another important reminder: As of Spring 2015, you will also need to send an additional transcript of your CAS degree to OTI to the address above. When you request your CAS transcripts from Records & Registration, be sure to ask for the accompanying letter that goes out to institutions that require additional information, such as your Date of Birth and Social Security Number.

Here is the link to the standard SUNY New Paltz's transcript request:

<http://www.newpaltz.edu/registrar/transcripts.html>

We hope you find these tips helpful. In the event you experience problems or have technical difficulties, technical support will be provided via email at teachhelp@mail.nysed.gov and by telephone at (518) 486-6041.