

Sample Application for Professional Certification

For students using the MA/LS as a functionally relevant master's degree for a professional teaching certificate, please follow the **basic** instructions listed below. You must apply for your certificate using the NYSED TEACH web site. Please remember, this is strictly a basic guide and information must be adjusted according to your history, education and experience as appropriate.

- 1. Print out an unofficial transcript from your SOLAR Account. This will help you access important information during the application process.
- Log in to your TEACH account at http://www.highered.nysed.gov/tcert/teach/index.html. If you have not already created an account you may do so at this web site by clicking the create an account link. We strongly urge you to add this web site to your favorites places. You will need it throughout the course of your career.



3. After you have logged in, you must select the TEACH online services button. This will take you to the TEACH Home page.

Jser Management Site - Windows Interne		
 https://ws04.nyenet.state.ny.us/bin/My 	Ny	🗾 🔮 😽 🔀 Live Search
NYSDS User Management Site		🟠 + 🗟 + 🖶 + 🗗 Pag
NEW YORK STATE		
Directory Services		
	Welcome to the <u>NYSDS</u> Kaiser	
You	previously logged in Mon Jan 26 13:20:25 ES	ST 2009
ount Information		
First Name	Last Name	
Kaiser	Sose	and the second
E-mail address	Telephone number	Fax number
kaiser_sose123@yahoo.com	914-123-4567	
Street	City, State Postal Code	Country
23 Main St	Hollywood, NY 11777	us
access to the following applications		
TEACH Online Services		
Maintenance		
Update My Account	Change My Password	Logoff the NYeNet
Update My Account	Change My Password	Logoff the NYeNet
Update My Account	Change My Password	Logoff the NYeNet

4. Select Apply for a certificate under the Online Application menu. It is highlighted in yellow in the picture below.

- E https://e	eservices.nysed.gov/teach	n/teachext/teach.jsp	💽 🔒 🍫 🗙 Live Search	P
TEACH Home	e		10 · 10 · 10 · 10 · 10	Page • 🌀 Tools •
NEW YORK STATE EDUCAT Office of Teachin		TEACH Home Search Certification Requ	irements Logout	
7	TEACH Home			
Inspire	Profile Links	5		
	Verify/Upo	date Profile		
Motivate	Fingerprinti	ing Links		
	Submit Ap	oplication for Fingerprint Clearance		
Shape	Inquiry Links	5		
	Account Ir	nformation		
1	Online Appli	ication		
Influence	Apply for	Certificate		
TEACH		a Duplicate Certificate		
TEAGH	Apply for	a Time Extension		
	Professiona	I Development		
	Maintain	Your Professional Development Record		
	Retiree Link	(5		
	Apply for	a Retirement Waiver		
ffice of Higher Education	New York State Educ	cation Department Disclaimer & Copyright Notice		
tps://eservices.nysed.gov/			internet	€ 100% -
start 3 //eservices.nysed.gov/			osoft Excel	< 100% • < 💭 🔓 1:19 PM

5. Once directed to the new web page, read it and select Next.

- 6. You are now at the Verify/Update Profile Page. You should see your contact information as well as your education and employment history. If you do not see your Education and Employment History, you must add it now by clicking the Edit History button on the bottom right. Education History is where you will add information pertaining to your MA/LS degree.
- 7. Please select: 'All other Programs and Coursework for your MA/LS Degree'. You will then continue to enter:
 - a. Country where your degree was earned- United States of America
 - b. State where your degree was earned- New York
 - c. Institution must be entered as SUNY Stony Brook
 - d. Degree: Masters Degree
 - e. Major: Liberal Arts (Liberal Studies)
 - f. Your graduation date: Can be found on your unofficial transcript
 - g. Attended from: Please enter the date you started the program. It can be found on your unofficial transcript.)
 - h. Attended to: Please enter the date you finished the program. This may match your graduation date and can be found on your unofficial transcript.)
 - i. Enter the number of credits you have completed as part of your MA/LS degree.
 - j. Click the Add button on the bottom right. (It is not visible on the diagram below.)

Enter/Edit Education Information - Windows Internet Explore	IndApplicantEduProfile.do	👻 🔮 😽 🗶 Live Search	- E
Control of the second sec		🐴 + 🔂 + 🖶 Pa	
ter/Edit Education Information			
ter information about your academic history. The inform Approved New York Teacher Certification Programs: Select	this radio button if you completed a program at a		
ecommendation for a teaching certificate. Contact the certifica nformation regarding award title (degree awarded), program co			ecessary
All Other Programs and Coursework			
Country :	UNITED STATES OF AMERICA	·	
State/Province:	NEW YORK		
If non US/Canada)			
Institution	SUNY STONY BROOK		
If other, Enter The College or University and Attended)			
Degree	Masters Degree		
Major :	Liberal Arts (Liberal Studies)		
f other, Enter the Major			
Date Degree Received	12/31/2008 (mm/dd/yyyy)		
Attended From :	01/01/2005 (mm/dd/yyyy) If you do no	ot know the exact dates of attendance, please	enter the
Attended To :	Tirst day of the month.	of know the exact dates of attendance, please	enter the
Number of Credits :	33		
Start 😻 🍘 🗃 🕲 🕞 📧 🔤 mals_cert.docx	Sample Applicatio	Mail - Sent - IBM L A Benter/Edit Educati	* 100% ·

8. You will see your education History added to the listing on the bottom left of the page. If you need to make any changes, you may do so by clicking edit. Otherwise, click 'Done'.

9. You will now be at the Verify Profile page. Scroll down until you see the 'Employment Information' button just below your education history. If your career/employment history is correct, click next and jump to step 10. If your employment history is incorrect or not updated, please edit your employment history accordingly prior to clicking 'Next' and going forward. (Please see below.)

Enter/Edit Employment Information - Wind	lows Internet Explorer		_8
🕒 🕞 🔻 🙋 https://eservices.nysed.gov/tea	ch/teachext/CpVerifyUpdApplicantProfile.do	🗾 📇 🍫 🔀 Live Search	P
🚱 🤣 🧭 Enter/Edit Employment Information		🗿 • 🗟 • 🖶 • 🖻	Page 🔹 🌀 Tools 👻
		ool system. List all experience (pre K-12 classroom te certificate for which you are applying.	aching, pupil
Enter Paid Professional Work Experien			
*Name of School			
*School Location (e.g., City & State) :			
*Dates of Employment			
From :	(mm/dd/yyyy)		
To :	(mm/dd/yyyy)		
*Employment Type :	© Full Time (80 percent or greater)		
	O Part Time (Less than 80 percent)		
	If part-time, how many hours per week? :		
School Type :	O Private		
	O Public		
*Describe subject, grades, or areas tau	ght, or supervisory/administrative or pupil personn	el services positions:	
	-		
Add Click Add to add emplo	yment information to your profile		
Required fields are marked with an aster	isk (*)		
and the second			Done
		en Internet	€ 100% +

 10. Please choose the certificate you are applying for by selecting the appropriate choices from the menu:

 Area:
 Please classify your area of education

 Subject Area:
 Your Major Content (Biology, Spanish, English, Childhood Education, etc.)

 Grade Level:
 Grade Level you are authorized to teach

 Select Title:
 Select the appropriate title

 Select Certificate Type:
 You may select Professional Certificate if you hold an Initial Certificate.

Only if you have a Provisional Certificate, may you select Permanent Certificate. *If you are unsure what certificate you have, go back to the TEACH Home Page and select Inquiry. It will display all information pertaining to your license.*

When finished entering this information click Add.

The illustration below is an example of a particular student's application. It is for example only. Please make sure all of your information is tailored to **your** specific program.

elect Certificate(s) · Windows Into	ernst Evplores			
+ A https://eservices.nysed	d.gov/teach/teachext/EvalPathDet.do		💌 🔒 🕂 🗙	Live Search
Select Certificate(s)			6	🔹 🚮 🔹 💼 🔹 🔂 Page 🔹 🏐 Tools
ep 1 - Verify / Step 2 - Selec date Profile	t Certificate(s)			
p 2 - Select rtificate(s)	nation			
3 - Sign Name :	KAISER SOSE	SSN :	098-76-5432	
Date of Birth :	01/01/1970	Gender	Male	
plication pathway through chosen.	is treated as a separate applicat 1 which you apply. Fees are asse			
you should apply	he Add button, you will be asked y. After you have responded, TE will be taken to a page to choos	ACH may be able to determine	the best pathway for your a	pplication. If a pathway cannot be
After you are dir	ected back to this page you may	repeat the process to select a	ind apply for additional certi	īcates.
New Certificates	and Applications			
Select your Ce	ertificate Title			
Select your Area	of Interest : Classroor	m Teacher	•	
Select your Subje	ect Area : Biology		1	
Select the Grade	Level : Adolesce	nt - Grades 7-12		
		10		
Select the Title :	Biology 7	-12	T	
Select the Title : Select your Ce		-12	<u> </u>	
	ertificate Type	nal Certificate	<u> </u>	
Select your Ce Select the Type o	ertificate Type of Certificate : Professio	nal Certificate	T	Add
Select your Ce Select the Type o	ertificate Type	nal Certificate	*	Add
Select your Ce Select the Type o	ertificate Type of Certificate : Professio	nal Certificate		Add

11. After you click Add, you will be sent to a new web page. This page will ask if you are in an Approved Teacher Education Program and it will ask you for a program code. The MA/LS will allow a candidate to receive his/her professional or permanent certificate but is not an approved program. Please select the box marked "NO" as illustrated below and then select Next.

Teach System - Windows Internet Explor	er		
🗧 💽 🔻 🙋 https://eservices.nysed.gov/te	each/teachext/OnlineSelectCert.do	T 🔒 😔 🖇	Live Search
r 🍄 🌈 Teach System			🟠 🔹 🗟 🔹 🎰 🔹 🔂 Page 🔹 🎯 Tools 🔹
NEW YORK STATE EDUCAT ON DEPARTMENT Office of Teaching Initiatives	TEACH Home Search Certification R	equirements <u>Loqout</u>	
Ispire leads to the issua If so, please enter have not received	ted, or are you enrolled in, an <u>Approved Teact</u> nce of a New York State certificate based upor the program code found on the Student Appl a Student Application Information Sheet, plea	n the <u>recommendation</u> of the college ication Information Sheet provided to	/university? you by your college/university. If you
	completed, nor am I enrolled in, An Approved	Teacher Preparation Program at a N	New York
Influence	Jniversity.		Previous Cancel Next

12. You will then be prompted for status regarding interstate reciprocity. Please answer as appropriate and click next.

Teach System - Windows Internet Explorer			
Filler Mattheward Control Contro Control Control Control Control Control Control Control Contr	eachext/OnlineSelectRequirementSet.do	🔄 🚆 😽 🔀 Live Search	2
🖗 🌈 Teach System	5 T		Page + 💮 Tools +
NEW YORK STATE EDUCAT ON DEPARTMENT Office of Teaching Initiatives	TEACH Home Search Certification Requ	irements Logout	
Interstate Reciprocity			
spire Do you currently hold to certification in anoth		completed an approved teacher preparation progra	am that would lead
This includes:			
Motivate - Classroom Teacher	The second		
	nciples, Assistant Principles, School Superin hool Psychologist, Guidance Counselor, etc.		
If so, you may apply th	rough the Interstate Reciprocity pathway.		
C Yes, I currently ho	d a valid teaching certificate from another st	ate.	
C Yes, I completed a	n approved program that would lead to certin	ication in another state.	
TEACH	apply through the Interstate Reciprocity Pa	thway.	
TEACH		Previous	ancel Next
ice of Higher Education New York State Educat	on Department Disclaimer & Copyright Notice		
ie -		Internet 😜	€ 100% -
Start 😼 🏉 📑 🕝 🕞 🕼 🔎	mals_cert.docx 🖾 Sample Applicatio 🖾 200	9 Spring Stud 😡 Mail - Inbox - IBM 🌈 Teach System	« 📿 🖓 1:37 Pl

13. This next prompt will ask you to determine your pathway. Please determine which method applies to your background and select next in the bottom right corner. If you already hold an initial or provisional certificate in the area, you may select 'Pathway: Individual Evaluation for Additional Classroom Teaching Certificate'

SelectCertificate(s) • College Coursework - Teaching Students with Disabilities & Special Health-Care Needs • College Coursework - Teaching Literacy Skills Methods - S.H. • College Coursework - Teaching Literacy Skills - S.H. • College Coursework - Teaching Literacy Skills - S.H. • College Coursework - Teaching Literacy Skills - S.H. • College Coursework - Teaching Literacy Skills - S.H. • College Coursework - Teaching Literacy Skills - S.H. • College Coursework - Teaching Literacy Skills - S.H. • College Coursework - Curriculum Instruction. and Assessment • College Coursework - Teaching Literacy Skills - Science Test (LAST) • New York State Teacher Certification Exam - Scienciary Assessment of Teaching Skills (ATS-W) • Content Specialty Test (CST) - Biology - 12 S.H. • Paid full-time Classroom Teaching experience - 3 Yrs • Mentored Experience - 1 Yrs • Vorkshop - Child Abuse Identification • Vorkshop - Child Abuse Identification • Pathway: Individual Evaluation for Additional Classroom Teaching Certification • Pathway: Individual Evaluation for Additional Classroom Teaching Certificate • Ontent Specialty Test (CST) - Biology • Otizenship Status - INS Permanent Residence or U.S. Citizenship • Child Abuse Identification • Pathway: Individual Evaluation for Additional Classroom Teaching Certificate • Additional Education - Masters Degree • Graduate Course Biology - 12 S.H. • Additional Education - Masters Degree • Content Specialty Test (CST) - Biology • Additional Education - Masters Degree • Content Specialty Test (CST) - Biology • Additional Education - Masters Degree • Content Core - Biology - 30 S.H. • Content Specialty Test (CST) - Biology • Additional Education - Masters Degree • Content Specialty Test (CST) - Biology • Additional Education - Masters Degree • Con	 https://eservices.nysed.gov/teach/teachext/EvalPathDetRec.do 	🔽 🐴 🍫 🔀 Live Search	P
College Coursework - Teaching Literacy Skills Methods - 3 S.H. College Coursework - Teaching Literacy Skills Methods - 3 S.H. College Coursework - Curriculum. Instruction, and Assessment College Coursework - Cerrification Exam - Liberal Arts & Science Test (LAST) New York State Teacher Certification Exam - Secondary Assessment of Teaching Skills (ATS-W) Content Specialty Test (CST) - Biology Additional Education - Masters Degree Graduate Coursework Content Core - Biology - 12 S.H. Pad. full-time Classroom Teaching experience - 3 Yrs Mentored Experience - 1 Yrs Vorkshop - School Violence Intervention and Prevention Fingerprint Clearance Citizenship Status - INS Permanent Residence or U.S. Citizenship Pathway: Individual Evaluation for Additional Classroom Teaching Certificate Hold a Valid NYS Teaching Certificate Content Specialty Test (CST) - Biology Additional Education - Masters Degree Graduate Coursework Content Core - Biology - 12 S.H. Pad. full-time Classroom Teaching experience - 3 Yrs Mentored Experience - 1 Yrs Vorkshop - School Violence Intervention and Prevention Provention Core - Biology - 30 S.H. Content Specialty Test (CST) - Biology Additional Education - Masters Degree Graduate Coursework Content Core - Biology - 12 S.H. Paid. full-time Classroom Teaching experience - 3 Yrs Workshop - Child Abuse Identification Workshop - School Violence Intervention and Prevention Provention Clearance	Select Certificate(s)	🐴 • 🗟 • 📾 • 🖻 Pa	age 🔹 🏐 Tools 👻
Fingerprint Clearance	 College Coursework - Teaching Students with Disabilities & S College Coursework - Teaching Literacy Skills Methods - 3 S College Coursework - Teaching Literacy Skills Methods - 3 S College Coursework - Teaching Literacy Skills - 3 S.H. College Coursework - Foundations of Education Student Teaching - Biology 7-12 - 40 Days New York State Teacher Certification Exam - Liberal Arts & Science New York State Teacher Certification Exam - Liberal Arts & Science New York State Teacher Certification Exam - Secondary Assessme Content Specialty Test (CST) - Biology Additional Education - Masters Degree Graduate Coursework Content Core - Biology - 12 S.H. Paid, full-time Classroom Teaching experience - 3 Yrs Mentored Experience - 1 Yrs Workshop - Child Abuse Identification Workshop - School Violence Intervention and Prevention Fingerprint Clearance Citizenship Status - INS Permanent Residence or U.S. Citizenship 	Special Health-Care Needs H. Int ce Test (LAST) lent of Teaching Skills (ATS-W)	
	Content Core - Biology - 30 S.H. Content Specialty Test (CST) - Biology Additional Education - Masters Degree Graduate Coursework Content Core - Biology - 12 S.H. Paid. full-time Classroom Teaching experience - 3 Yrs Mentored Experience - 1 Yrs Workshop - Child Abuse Identification		
	Content Core - Biology - 30 S.H. Content Specialty Test (CST) - Biology Additional Education - Masters Degree Graduate Coursework Content Core - Biology - 12 S.H. Paid full-time Classroom Teaching experience - 3 Yrs Mentored Experience - 1 Yrs Workshop - Child Abuse Identification Workshop - School Violence Intervention and Prevention Fingerprint Clearance		
	<u>Content Core - Biology - 30 S.H.</u> <u>Content Specialty Test (CST) - Biology</u> <u>Additional Education - Masters Degree</u> <u>Graduate Coursework Content Core - Biology - 12 S.H.</u> <u>Paid. full-time Classroom Teaching experience - 3 Yrs</u> <u>Mentored Experience - 1 Yrs</u> <u>Workshop - Child Abuse Identification</u> <u>Workshop - School Violence Intervention and Prevention</u> <u>Fingerprint Clearance</u>	2	
Previous Cancel Next	Content Core - Biology - 30 S.H. Content Specialty Test (CST) - Biology Additional Education - Masters Degree Graduate Coursework Content Core - Biology - 12 S.H. Paid full-time Classroom Teaching experience - 3 Yrs Mentored Experience - 1 Yrs Workshop - Child Abuse Identification Workshop - School Violence Intervention and Prevention Fingerprint Clearance		Next
Previous Cancel Next	Content Core - Biology - 30 S.H. Content Specialty Test (CST) - Biology Additional Education - Masters Degree Graduate Coursework Content Core - Biology - 12 S.H. Paid. full-time Classroom Teaching experience - 3 Yrs Mentored Experience - 1 Yrs Workshop - Child Abuse Identification Workshop - School Violence Intervention and Prevention Fingerprint Clearance		Next

14. You will then return to the Certificate Application Page. If you are applying for more certificates enter the information here by repeating steps 10-13. If you are finished applying for your certificates, click next on the bottom right of the page. (Not shown in Diagram)

	https://eservices.nysed.gov/teach/teachext	/OnlineSelectRequirementSet.do		🔒 😽 🗙 Live Search	
	lect Certificate(s)			🏠 • 🗟 • 🖶 • 🗟	Page 🔹 🏐 Tool:
Anidavit	Date of Birth	01/01/1970	Gender	Male	
Step 4 - Confirm and Sign Application	Each certificate is treated as a s pathway through which you appl chosen.				
Step 5 - Make Payment	Once you click the Add button, y you should apply. After you have determined, you will be taken to	e responded, TEACH may be at	ble to determine the best par	thway for your application. If a pa	thway cannot b
	After you are directed back to th	is page you may repeat the pro	cess to select and apply for	additional certificates.	
	New Cestificates and Areliantic				
	New Certificates and Application	15			
	Select your Certificate Title				
	Select your Area of Interest	Classroom Teacher	•		
	Select your Subject Area :	Select			
	Ocicer your Oubjeet Area				
	Select the Grade Level :	Select 💌			
		Select 💌			
	Select the Grade Level :				
	Select the Grade Level : Select the Title :				
	Select the Grade Level : Select the Title : Select your Certificate Type	Select			
	Select the Grade Level : Select the Title : Select your Certificate Type Select the Type of Certificate : Certificates in this Application	Select 💌			
	Select the Grade Level : Select the Title : Select your Certificate Type Select the Type of Certificate :	Select	Certificate Type	Pathway Pathway	
	Select the Grade Level : Select the Title : Select your Certificate Type Select the Type of Certificate : Certificates in this Application	Select 💌	Certificate Type Professional Certificate	Pathway Pathway: Individual Evaluation for Additiona Classroom Teaching Certificate	al
	Select the Grade Level : Select the Title : Select your Certificate Type Select the Type of Certificate : Certificates in this Application Area of Interest	Select 💌	Professional	Pathway: Individual Evaluation for Additiona Classroom Teaching	
	Select the Grade Level : Select the Title : Select your Certificate Type Select the Type of Certificate : Certificates in this Application Area of Interest	Select 💌 Select 💌 Title Biology 7-12	Professional Certificate	Pathway: Individual Evaluation for Additiona Classroom Teaching Certificate	

16. You will now be asked to determine where you would like your application evaluated. Choose your source and click "Next"

	ate(s) - Windows Internet Exp				X
	https://eservices.nysed.gov/teach	n/teachext/OnlineSelectCert.do		💽 🔮 🏘 🗙 Live Search	P +
🏠 🖨 🍎 Seler	ect Certificate(s)			🟠 + 🗟 + 🖶 + 🖻	Page 🔹 🏐 Tools 👻 👋
	education department eaching Initiatives	TEACH Home Search Certi	fication Requirements Logout		
Step 1 - Verify / Update Profile	Step 2 - Select Certif	icate(s)			
Step 2 - Select Certificate(s)	Personal Information				
Step 3 - Sign	Name :	KAISER SOSE	SSN :	098-76-5432	
Affidavit	Date of Birth :	01/01/1970	Gender	Male	
Step 5 - Make Payment		to be reviewed by the State Educa to be reviewed by the BOCES Reg			
				Previous Can	oel Next
Office of Higher Ed	lucation New York State Educ	cation Department Disclaimer & Copyri	<u>ght Notice</u>		
one				Internet	100% +

17. Please read and sign the affidavit on the next web page. Click Next.

18. Verify that all of the information is correct and click 'Sign Application'.

	ign Application - Windows In https://eservices.nysed.gov/te		olAffidavit.do	Ŧ	🔒 😽 🗙 Live Search	<u>ء ا۔</u> م
	nfirm and Sign Application		T			Page 🔹 🌀 Tools 🔹
	EDUCAT ON DEPARTMENT Feaching Initiatives	<u>TEAC</u>	H Home Search Certification	<u>n Requirements Loqout</u>		
p 1 - Verify / ate Profile	Step 4 - Confirm ar	id Sign Applica	tion			
o 2 - Select tificate(s)	Personal Information					
o 3 - Sign	Name :	KAISER	SOSE	SSN 1	098-76-5432	
lavit	Date of Birth :	01/01/19	970	Gender	Male	
p 4 - Ifirm and	You have applied for	the following cert	ificate(s) in this session:			
n dication	Area of Interest	Certificate Type	Title	Application Fee		
p 5 - Make ment	Classroom Teacher	Professional Certificate	Biology 7-12	\$100.00 USD		
	Total: \$100.0 USD					
			g in your application. our application and conti	nue.		
	understand that the a	authorized electron	nic signature (User ID and	password) used to submit the	oplication are true and accurate his application has the same lead ad in this application may be gr	gal validity and
	Signed under the per	nalty of perjury.			designed and the second second	
					Previous Cancel	Sign Application
-					Internet	100%
11.000	6 3 6 0 6 6	Sample Application	for M			« 🖓 2:10

19. You will then be prompted for payment. Select your payment method and follow the instructions going forward. You will need to send official transcripts that show conferral of your Masters Degree to NYSED as well as any other documents they request. You may mail these documents to:

NYSED Office of Teaching Initiatives Room 5N-EB 89 Washington Avenue Albany, NY 12234

*Please make sure to periodically check your TEACH account for updates pertaining to your certification. If New York State is missing any information from you, it will be communicated through this web site.