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.

STUDENT NAME: ___________________ SSN: ___________________

First: Create User Login and Password

In order to apply online, you will enter TEACH online services via the Office of Teaching Initiatives Web site at www.highered.nysed.gov/tcert and create a TEACH login and password at the New York State Directory Services site. Instructions are provided as you go through this process. 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: Creating a TEACH Account & 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).

Use the following information supplied by your institution to complete the Self-Reported education portion of the online application:

Institution Name: CUNY College of Staten Island
Award Title: Bachelor of Arts
Program: Adolescence Education 7-12 (English 25967)
Major: English
Date Degree Received: (see back for correct graduation date) Number of Credits:
Date Attended From: ___ / ___ / ______ Date Attended To: ___ / ___ / ______

Step 2: Select Certificate(s)

A. Use the following information to select the appropriate certificate title and type:

- Select your Area of Interest: Classroom Teacher
- Select your Subject Area: English
- Select the Grade Level: Adolescence Education 7-12
- Select the Title: English 7-12
- Select the Type of Certificate: Initial Certification

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.

- Choose the radio button, Pathway: Approved Teacher Preparation Program

Continue through the application answering all required questions; sign the affidavit and application.

Need help?

Problems using TEACH?
New York State Education Dept. Contact Info:
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