TEACH Online Services

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.

NYSED Registered Teacher Education Program Code: _____

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 though 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 from your CUNYFirst Academics to complete the Self-Reported education portion of the online application:

Institution Name:	**CUNY at Queens College**
Award Title:	**Bachelor or Master or Advanced Certificate**
Program:	_____
Major:	_____
Date Degree Received:	___ / ___ / _____ [Date Format: mm/dd/yyyy] **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: _____
- Select the Grade Level: _____
- Select the Title: _____
- Select the Type of Certificate: **Initial or Professional**

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; 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.

Need help?