

You won't need a program code to add a certificate for which you will not be recommended. Instead, you'll apply for it on your own directly through your Teach Account via the Additional Classroom Teaching Certificate Pathway.

Start by accessing your TEACH account and applying for the Teaching Certificate at <http://www.highered.nysed.gov/tcert/teach/login.html>

When the application asks for a Program Code and if you are in an Approved Teacher Preparation Program, answer "No" (not for this particular certificate) and click "Next" and then choose the Additional Classroom Teaching Certificate Pathway. When you are asked if you'd like Interstate Reciprocity, check "No" and click "Next" again. Then you'll need to choose whether you want NYSED or your local BOCES to evaluate your application.

Once you've activated your application with your credit card payment, contact the registrar's office of each college/university you attended and ask that they submit official 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

If you choose a regional BOCES office to evaluate your transcripts, send them to that office instead of NYSED. Here's the list of addresses:

<http://www.highered.nysed.gov/tcert/certificate/regionalcenters.html>

And here is the link to the standard SUNY New Paltz's transcript request:
<http://www.newpaltz.edu/registrar/transcripts.html>

*If applying for the SWD Generalist, don't forget the additional GE requirements:

College Coursework - English Language Arts - 6 S.H.

College Coursework - Concepts in Historical and Social Sciences - 6 S.H.

College Coursework - Scientific Processes - 6 S.H.

College Coursework - Mathematical Processes - 6 S.H.

** As a caveat regarding any class for evaluation, SUNY New Paltz cannot guarantee any course taken for a purpose other than our approved programs. Only a NYSED evaluator can decide whether a certain course will be accepted to meet a specific certificate requirement, and we cannot be held responsible for their decisions regarding our courses.

You are welcome to check our Schedule of Classes for possible course options:
<http://www.newpaltz.edu/classes/>