

# 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:** *MSED Special Education Adolescence 7-12 Generalist*

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## Logging in to TEACH

1. Go to the NYSED Web site at [www.highered.nysed.gov/tcert](http://www.highered.nysed.gov/tcert) (Use the FireFox browser if possible, as it interfaces with “TEACH Online Services” better.)
2. Click on the encircled “Login to TEACH.”
3. Sign in using your Username and Password and click “Login.” Then click on the “Teach Online Services” bar.
4. This will bring you to the “TEACH Home” page. Under the heading “Online Applications,” click on “Apply for Certificate.”
5. 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>
AWARD TITLE:	<i>Master of Science in Education</i>
PROGRAM:	<i>25282 Special Education: Adolescence Education</i>
MAJOR:	<i>Special Education</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 (Check you transcript totals if needed.)</i>

Click “Add.”

Click “Done.”

Click “Next.”

(“Please review and correct the following errors” is an automatic reminder that does not require action.)

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. Choose the following:

SELECT YOUR AREA OF INTEREST:	<i>Classroom Teacher</i>
SELECT YOUR SUBJECT AREA:	<i>Students With Disabilities</i>
SELECT THE GRADE LEVEL:	<i>Adolescent Grades 7-12</i>
SELECT THE TITLE:	<i>Students with Disabilities -Grades 7-12-Generalist</i>
SELECT THE TYPE OF CERTIFICATION:	<i>Initial (If you have NOT taught at least 3 years)</i>

*Professional (If you HAVE taught at least 3 years)*

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 five-digit Program Code found in the PROGRAM box above in Step 1 and then click “Submit.”

There are now several Approved Teacher Preparation Program Pathways to choose from. If you already have an Initial teaching certificate, please choose: Pathway: Approved Teacher Prep Program – Additional Certificate. (If this is your very first teaching certificate application, then choose: Pathway: Approved Teacher Preparation Program 05/01/2014.) If you already have an Initial teaching certificate in this title and are applying for your Professional certificate in the same title, please choose: Pathway: Approved Teacher Prep Program – Certificate Progression.

Click “Next.”

Choose another certificate, and from the series of five dynamically filtered dropdowns, choose the following:

SELECT YOUR AREA OF INTEREST:

*Classroom Teacher Extensions  
(for Foreign Languages: Classroom Teacher  
Extensions - Foreign Languages)*

SELECT YOUR SUBJECT AREA:

*Students With Disabilities*

SELECT THE GRADE LEVEL:

*Adolescent Grades 7-12*

SELECT THE TITLE:

*Students with Disabilities – (Grades 7-12) -  
Biology, Chemistry, Earth Science, English Lang.  
Arts, Mathematics, Physics, or Social Studies  
(for Foreign Languages: ASL, Cantonese,  
Chinese, French, German, Greek, Hebrew,  
Italian, Japanese, Latin, Mandarin, Russian,  
Spanish)*

SELECT THE TYPE OF CERTIFICATION:

*Initial Extension Annotation (If you have NOT  
taught at least 3 years)  
Professional Ext/Anno (If you HAVE taught at  
least 3 years)*

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 five-digit Program Code found in the PROGRAM box above in Step 1.

Click “Submit.”

Select round Radio Button at left.

Click “Next.”

Check the box in front of “I want my application to be reviewed by the State Education Department.”

Click “Next.”

### **Step 3 – Sign Affidavit**

You will answer the child support and moral character 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 "Sign Application" 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.

### **Step 5 – Application Transaction Summary**

Click “Print.” (Please note this is an automatically generated evaluation and does not reflect your actual status or requirements.)

Click “Next.”

### **Step 6 – 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 perform an automated evaluation and return a list of unmet requirements. You can print this out and use it to track the completion of unmet requirements.

Click “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.

Click “Here” to return your Home page.

Click “Logout.”

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](mailto:teachhelp@mail.nysed.gov) and by telephone at (518) 486-6041.