

Additional Certificate Directions:

These directions are for those candidates who wish to add a different certification subject area to the existing certificates on their Teach Accounts:

You won't need a program code to add a certificate for which you will not be recommended. Instead, you'll apply for it directly through your Teach Account via the Individual Evaluation for 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/>

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 Individual Evaluation for 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. (Most people go with NYSED, unless they know or were referred to their local BOCES Regional Certification Officer.)

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>

For advisement on coursework for additional certifications that are not a part of a SUNY New Paltz **degree** program, **all candidates are required** to submit a signed waiver releasing Chris Whitaker, all faculty, the School of Education, and SUNY New Paltz from any obligation or liability regarding NYSED's decision on whether or not to accept the courses discussed as part of an evaluation for a certificate application, or for any other purpose. The waiver is required of everyone taking courses to fulfill requirements for a certificate application for evaluation by NYSED, including the SWD Certification Only Program.