

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: *Certificate of Advance Studies School Business Leadership*

Logging in to TEACH

1. Go to NYSED's Teach System page using FireFox, if possible:
<http://www.highered.nysed.gov/tcert/teach/login.html>
2. Click on "LOGIN to TEACH" and sign in using the username and password you created when applying for your Fingerprints.
3. Click on the "TEACH Online Services" bar.
4. Enter your Social Security number, (if you did not just create your account you will not get this step) and then click "Submit."
5. Under the heading "Online Application," click "Apply for Certificate."
6. 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>Advanced Certificate</i>
PROGRAM:	<i>29037 School Business Leadership</i>
MAJOR:	<i>School Leadership</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 at graduation (See your unofficial transcript.)</i>

Click "Add."

Click "Done."

Click "Next."

You may ignore the "Please review and correct the following errors" automatic notice.

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: *Administration & Pupil Personnel Services*
SELECT YOUR SUBJECT AREA: *School Administration & Supervision*
SELECT THE GRADE LEVEL: *Pre K-12 - All Grades*
SELECT THE TITLE: *School District Business Leader*
SELECT THE TYPE OF CERTIFICATION: *Professional*

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, so please choose: Pathway: Approved Teacher Preparation Program 05/01/2014.

Select round radio button on left and click "Next."

Click "Next."

Select "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.

Print "Application Transaction Summary" but remember this is automatically generated and doesn't reflect our recommendation for you.

Click "Next."

Step 5 – 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 home.

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 and by telephone at (518) 486-6041.

Attention: You cannot graduate or be recommended for certification until you have passed the School District Business Leader Parts 1 & 2 NYSTCE testing requirements.

Reminder: When applying for Professional certification in a CAS program, please be sure to send official transcripts of your master's degree to NYSED in order to complete the "Additional Education" requirement for the Approved Teacher Preparation pathway. Send 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