Process for Applying for State Certification

1. Log onto TEACH website:
   http://www.highered.nysed.gov/tcert/teach/login.html

   Take Option 2 (LOGIN to TEACH).

2. Log in to site (there is an option if you forgot your login information).

3. The next page should have an option for TEACH online. Press that option (it is a horizontal bar).

4. The next page should have several options. You want Online Application Section - Choose “Apply for Certificate.”

5. The next page outlines what you will have to do. Press Next at the bottom right corner of the page.

6. The next page will show your Education Information, which you can review if you wish or you can press next. If you have not entered your educational information it will not let you continue. (bottom right corner)

7. You will then see your work experience or you will see STEP 2 - “Select Certificate.” Once again if you have not entered your work experience this would be the time to do it. If you see work experience, you can verify or modify it and then press next. (bottom right corner)

8. You should now be at STEP 2 - “Select Certificate.” There is a Blue rectangular box in the middle of the page that has your pull down menus
   This is where you make your certification selections. For example: If you are applying for Childhood 1-6 you would choose.*

<table>
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<tr>
<th>Select your Certificate Title</th>
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<th>Select your Area of Interest: Classroom Teacher</th>
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10. Once you have made your choices, press next and you will be brought to the page where you have to provide the College Code. If you have completed the degree (not just taken courses) at Mercy, you should use the

<table>
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<th>Select Your Certificate Type</th>
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codes provided by Mercy College. (See codes on last page)

11. If you did not complete your master’s from Mercy or are not eligible for College recommendation, then you will have to choose Option B. (“No, I have Not completed, nor am I enrolled in an Approved Teacher Preparation Program at a New York State College or University for this certificate and this type”.)

For example: If you are applying for an extension, you must choose

**Option B. Note:** You will not need a code for this pathway.

If this is your pathway the next page you will be asked if you are eligible through interstate reciprocity. In most cases your answer will be choice C No.

12. Once you **press next** you will again have to make a choice.
You then have to indicate either Individual Evaluation or National Board Certification.

In most cases your choice will be Individual Evaluation.

Once you make that selection, you will be brought back to the blue pull down page where you made your original Certificate selection.

** **** Depending on how many certificates you are applying for, you would repeat this process for each.** (For example: tri certification candidates would have to apply 4 times, childhood, childhood/swd, early childhood, early childhood/swd.)

13. Once you have applied for all the certificates, you can **press next.** (bottom right hand corner).

On the next page you will have to choose “**I want my application to be reviewed by the State Education Department**”

14. The next few pages will ask you a series of questions that once completed, will take you to a page where you can pay for the certificates. Payment is required for your application to be processed. Once you have successfully completed the process, you will see the certification request listed on your main page.