

# Steps to Apply for Certification

## For students who completed an approved program and STUDENT TAUGHT

**FIRST:** See the **Certification Application Instruction Sheets** below.

**SECOND:** Log on to your **TEACH** account (or register and log on) at [<http://www.highered.nysed.gov/tcert/teach/>] and follow the instructions shown at the site. Enter your **PROGRAM CODE** which is given to you on the Certification Application Instruction Sheet; **Pay \$50 for EACH** certificate.

**THIRD:** Bring the following with you to the Office of Clinical Education and Professional Certification, Library Rm. 308.

### Undergraduates

- Official Degree noted Transcript and if you have transfer credits, provide a copy of that transcript
- Child Abuse, Violence, and DASA Workshops

### Graduates

- Official Degree noted Transcript and Undergrad Transcripts (student copy) or liberal arts checklist
- Child Abuse, Violence and DASA Workshops

### \*Speech, \*\*TESOL, School Counseling

- Official Degree noted Transcript
- Child Abuse, Violence, and DASA Workshops
- \*Proof of autism workshop (TSSLD)
- \*\*Proof of Twelve (12) credits of Foreign Language (TESOL)

### Permanent School Counseling, SBL, \*\*\*SDL, or any Professional Certification

- Official Degree noted Transcript
- Copy of Provisional School Counseling or Teaching Certificate
- DASA Workshop
- Students with Disabilities-Proof of Autism Workshop
- SBL/SDL- If permanent license was issued prior to 2/2/01 proof of Violence Seminar is needed
- \*\*\* Proof of exam scores

### SDBL

- Official Degree noted Transcript
- Official Master's Degree Transcripts must be mailed to NYSED
- Proof of exam scores
- DASA Workshops

**Initial**-good for 5 years

**Professional**- must have Master's Degree and 3 years experience, with 1 year of Mentoring (Subbing & leave replacement counts towards experience)

Questions: Call Susan 516-299-4121

# Certification Instructions



## Applications

**ALL GRADUATE STUDENTS** must provide a copy of your liberal arts checklist (completed with your advisor) or undergrad transcripts for liberal arts verification. (student copies OK)

**ALL UNDERGRADUATE TRANSFER STUDENTS** must bring copies of all transfer credits. **FOREIGN LANGUAGE PROOF MUST BE PROVIDED FOR ALL STUDENTS** with the exception of those applying for SCHOOL COUNSELOR, SBL, SDL AND SDBL.

**All** certification applications must be completed through the NYSED Office of Teaching Initiatives TEACH Online Services System. Applicants must create a TEACH user name and password to access the system. Instructions are provided as you go through the self-registration process. To register and log-in to TEACH, go to:

<http://www.highered.nysed.gov/tcert/teach/teach.htm> and follow instructions shown at the site.

After Completion of the online application in its entirety download the *Application for Certification via Institutional Recommendation page 3 of this document*. Bring this form to the Office of Records in Kumble Hall and request an official transcript. There will be no charge if the transcript is picked up by the student *in person* and the student has a copy of our application form. The transcript must show the official school seal as well as the actual degree and date received. Your degree must be in the area of education in which you are requesting certification.

**Transcripts may be obtained from the Office of Records at the following times:**

**May** graduates – after June 1, **January** graduates – after January 22. Students completing their certification requirements at the end of the summer may obtain their transcript after receiving their grades. Please allow the Records department two days' notice.

If you are unable to obtain your official transcript in person, please request that the Office of Records mail it to your home. Please **do not** have the official transcript sent to the Office of Clinical Education and Professional Certifications. (The application may be mailed to this office but only in its **entirety**.) A completed application should be brought to our office (after completing the online TEACH process) with the following:

### Undergraduates

- Child Abuse, Violence and DASA Workshops
- Official degree noted Transcript and if transferred, we need a copy of that transcript as well

### Graduates

- Child Abuse, Violence and DASA Workshops
- Official degree noted Transcript and liberal arts checklist (or Undergrad student copy)

### Speech

- Child Abuse, Violence and DASA Workshops
- Autism Workshop
- Official degree noted transcript

### TESOL, School Counseling

- Child Abuse, Violence and DASA Workshops
- Official degree noted transcript
- **TESOL only** - must provide proof of 12 credits in a Foreign Language

### Permanent School Counseling, SBL, SDL or Professional Certification

- Official Degree noted transcript
- Copy of teaching license
- DASA Workshop
- SBL and SDL Students: If permanent license was issued prior to 2/2/01 proof of violence seminar is needed.

### SDBL

- Official Degree noted transcript
- DASA Workshop

**Initial-** good for 5 years –must get masters and 3yrs Teaching Experience (Subbing and leave replacements COUNTS)

**Professional-** must have 3yrs experience and masters

# *This Sheet is for Informational Purposes Only*



LIU POST

## Student Application Information Sheet

New York State Teacher Certification

Please use the information provided below to assist you in completing your online application for NYS Teacher Certification.

### **First: Create User Login and Password**

In order to apply online, you will enter TEACH online services via the Office of Teaching Initiatives Web site at [www.highered.nysed.gov/tcert](http://www.highered.nysed.gov/tcert) and create a TEACH login and password at the New York State Directory Services site. Instructions are provided as you go through this process. Once you have created your login and password this step is completed and you never have to repeat this process (unless you forget your password).

### **Second: Creating a TEACH Account & Completing the Application**

#### **Step 1: Create Applicant Profile**

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).

**Use the following information to complete the Self-Reported education portion of the online application:**

**Institution Name:** \_\_\_\_\_  
**Award Title:** \_\_\_\_\_  
**Program:** \_\_\_\_\_  
**Major:** \_\_\_\_\_  
**Date Degree Received:** \_\_\_ / \_\_\_ / \_\_\_\_ [Date Format: mm/dd/yyyy]      **Number of Credits:** \_\_\_\_  
**Date Attended From:** \_\_\_ / \_\_\_ / \_\_\_\_      **Date Attended To:** \_\_\_ / \_\_\_ / \_\_\_\_

#### **Step 2: Select Certificate(s)**

**A. Use the following information to select the appropriate certificate title and type:**

- Select your Area of Interest: \_\_\_\_\_
- Select your Subject Area: \_\_\_\_\_
- Select the Grade Level: \_\_\_\_\_
- Select the Title: \_\_\_\_\_
- Select the Type of Certificate: \_\_\_\_\_

**B. After you have selected your certificate title and type, continue with the application process.**

- **Enter Program Code (see attached code list page 4) and “Click” SUBMIT**

**Continue** through the application answering all required questions; sign the affidavit and application; and make your payment. You may pay online using a credit card **or** print out the payment coupon and mail in a US Postal Money Order.

***Need help?***

Problems completing your application?

**Institution Contact Info:**

**SUSAN PARENTE**

**516-299-4121**

Problems using TEACH?

**New York State Education Dept. Contact Info:**

**Technical support available** to you by telephone Monday – Friday from 8:00 a.m. until 6:30 p.m. at (518) 486-6041. **Web:**  
<https://portals.nysed.gov/tcert/technical.htm>

**APPLICATION FOR CERTIFICATION via  
INSTITUTIONAL RECOMMENDATION**

**Name:** \_\_\_\_\_ **Student ID #:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Social Security #:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Program:** \_\_\_\_\_ **Campus:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

1. Have you created an Application Profile on TEACH via the Office of Teaching Initiatives? Web Site at [www.highered.nysed.gov/tcert/teach/teach.htm](http://www.highered.nysed.gov/tcert/teach/teach.htm)? (please circle)

YES

NO

2. What certification title(s) are you applying for?

\_\_\_\_\_

3. What certification type are you applying for? (please circle)

Initial

Professional

Provisional

Permanent

Student signature: \_\_\_\_\_ date: \_\_\_\_\_

Certification Officer signature: \_\_\_\_\_ date: \_\_\_\_\_

Date Pending Letter Issued: \_\_\_\_\_

<u>Program Code</u>	<u>Program Title</u>	<u>Award Title</u>
	<b><u>Undergraduate-LIU POST CAMPUS</u></b>	
23178	Adoles Ed: Biology	BS
23177	Adoles Ed: Chemistry	BS
23171	Adoles Ed: Earth Science	BS
23176	Adoles Ed: English	BS
23170	Adoles Ed: French	BS
23173	Adoles Ed: Mathematics	BS
23172	Adoles Ed: Social Studies	BS
23174	Adoles Ed: Spanish	BS
23175	Adoles Ed: Italian	BS
24071	Art Education B-12	BFA
23211	Childhood Education	BS
23212	Early Childhood Education	BS
24069	Music Education B-12	BS
24068	Music Education	BM
26348	Health Education	BS
23210	Health Education & Physical Education	BS
25560	Physical Education	BS
23209	Physical Education & Health Education	BS
	<b><u>Graduate-LIU POST CAMPUS</u></b>	
27268	Adolescent Education 7-12	MS
31722	Adolescent Education 7-12	MS
26173	Art Education (Internship)	MS
26172	Childhood Education (Internship)	MS
26178	Childhood/Literacy	MS
26176	Childhood/Special Education	MS
26171	Early Childhood Education (Internship)	MS
36054	Early Childhood/Childhood	MS
30938	Educational Technology	MS
27541	Literacy B-6	MSED
27267	Middle Childhood Education 5-9	MS
26174	Music Education (Internship)	MS
7004	School Counselor	MS
27540	Special Education	MSED
35789	Special Education (7-12 Generalist)	ADV CRT
26177	Teaching Students with Speech/ Lang Disabilities	MA
26175	TESOL	MA
28579	School Building Leader	MSED
28581	School Building Leader	ADV CRT
28581	School District Leader	ADV CRT
33399	School District Business Leader	MS
28582	School District Business Leader	ADV CRT
	<b><u>Graduate-BRENTWOOD CAMPUS</u></b>	
26165	Childhood/Childhood Special Education	MS
26166	Childhood/Literacy B-6	MS
26164	Childhood Education (Internship)	MS
26163	Early Childhood Education (Internship)	MS
27542	Literacy B-6	MSED
27543	Special Education	MSE
78566	School Counselor	MS
85260	Computers in Education	MS
35788	Stu w/Disabilities (7-12 Generalist)	ADV CERT