Sample Application for Professional Certification

For students using the MA/LS as a functionally relevant master’s degree for a professional teaching certificate, please follow the basic instructions listed below. You must apply for your certificate using the NYSED TEACH web site. Please remember, this is strictly a basic guide and information must be adjusted according to your history, education and experience as appropriate.

1. Print out an unofficial transcript from your SOLAR Account. This will help you access important information during the application process.

2. Log in to your TEACH account at [http://www.highered.nysed.gov/tcert/teach/index.html](http://www.highered.nysed.gov/tcert/teach/index.html). If you have not already created an account you may do so at this web site by clicking the create an account link. We strongly urge you to add this web site to your favorites places. You will need it throughout the course of your career.
3. After you have logged in, you must select the TEACH online services button. This will take you to the TEACH Home page.

![TEACH Home page with various options]

4. Select Apply for a certificate under the Online Application menu. It is highlighted in yellow in the picture below.

![Screen capture of TEACH Home page with Online Application highlighted]

5. Once directed to the new web page, read it and select Next.
6. You are now at the Verify/Update Profile Page. You should see your contact information as well as your education and employment history. If you do not see your Education and Employment History, you must add it now by clicking the Edit History button on the bottom right. Education History is where you will add information pertaining to your MA/LS degree.

7. Please select: ‘All other Programs and Coursework for your MA/LS Degree’. You will then continue to enter:
   
   a. Country where your degree was earned- United States of America
   b. State where your degree was earned- New York
   c. Institution must be entered as SUNY Stony Brook
   d. Degree: Masters Degree
   e. Major: Liberal Arts (Liberal Studies)
   f. Your graduation date: Can be found on your unofficial transcript
   g. Attended from: Please enter the date you started the program. It can be found on your unofficial transcript.
   h. Attended to: Please enter the date you finished the program. This may match your graduation date and can be found on your unofficial transcript.
   i. Enter the number of credits you have completed as part of your MA/LS degree.
   j. Click the Add button on the bottom right. (It is not visible on the diagram below.)

8. You will see your education History added to the listing on the bottom left of the page. If you need to make any changes, you may do so by clicking edit. Otherwise, click ‘Done’.
9. You will now be at the Verify Profile page. Scroll down until you see the ‘Employment Information’ button just below your education history. If your career/employment history is correct, click next and jump to step 10. If your employment history is incorrect or not updated, please edit your employment history accordingly prior to clicking ‘Next’ and going forward. (Please see below.)
10. Please choose the certificate you are applying for by selecting the appropriate choices from the menu:

Area: Please classify your area of education
Subject Area: Your Major Content (Biology, Spanish, English, Childhood Education, etc.)
Grade Level: Grade Level you are authorized to teach
Select Title: Select the appropriate title
Select Certificate Type: You may select Professional Certificate if you hold an Initial Certificate.

Only if you have a Provisional Certificate, may you select Permanent Certificate. If you are unsure what certificate you have, go back to the TEACH Home Page and select Inquiry. It will display all information pertaining to your license.

When finished entering this information click Add.
The illustration below is an example of a particular student’s application. It is for example only. Please make sure all of your information is tailored to your specific program.
11. After you click Add, you will be sent to a new web page. This page will ask if you are in an Approved Teacher Education Program and it will ask you for a program code. The MA/LS will allow a candidate to receive his/her professional or permanent certificate but is not an approved program. Please select the box marked “NO” as illustrated below and then select Next.

12. You will then be prompted for status regarding interstate reciprocity. Please answer as appropriate and click next.
13. This next prompt will ask you to determine your pathway. Please determine which method applies to your background and select next in the bottom right corner. If you already hold an initial or provisional certificate in the area, you may select ‘Pathway: Individual Evaluation for Additional Classroom Teaching Certificate’

<table>
<thead>
<tr>
<th>Pathway: Individual Evaluation for Additional Classroom Teaching Certificate</th>
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</thead>
<tbody>
<tr>
<td>Hold a Valid NYS Teaching Certificate</td>
</tr>
<tr>
<td>Content Core - Biology - 30 S.H.</td>
</tr>
<tr>
<td>Content Specialty Test (CST) - Biology</td>
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<tr>
<td>Additional Education - Masters Degree</td>
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<tr>
<td>Graduate Coursework Content Core - Biology - 12 S.H.</td>
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<tr>
<td>Paid, Full-time Classroom Teaching experience - 3 Yrs</td>
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<tr>
<td>Mentored Experience - 1 Yrs</td>
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<tr>
<td>Workshop - Child Abuse Identification</td>
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<tr>
<td>Workshop - School Violence Intervention and Prevention</td>
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<tr>
<td>Fingerprint Clearance</td>
</tr>
<tr>
<td>Citizenship Status - INS Permanent Residence or U.S. Citizenship</td>
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</tbody>
</table>
14. You will then return to the Certificate Application Page. If you are applying for more certificates enter the information here by repeating steps 10-13. If you are finished applying for your certificates, click next on the bottom right of the page. (Not shown in Diagram)

15. [Diagram of Certificate Application Page]

Discuss the importance of preparing for professional certification and the steps involved in the application process.
16. You will now be asked to determine where you would like your application evaluated. Choose your source and click “Next”

17. Please read and sign the affidavit on the next web page. Click Next.
18. Verify that all of the information is correct and click ‘Sign Application’.

19. You will then be prompted for payment. Select your payment method and follow the instructions going forward. You will need to send official transcripts that show conferral of your Masters Degree to NYSED as well as any other documents they request. You may mail these documents to:

NYSED
Office of Teaching Initiatives
Room 5N-EB
89 Washington Avenue
Albany, NY 12234

*Please make sure to periodically check your TEACH account for updates pertaining to your certification. If New York State is missing any information from you, it will be communicated through this web site.