



Student Application Information Sheet

New York State Teacher Certification

This sheet mimics the online application for NYS Teacher Certification and will help you know what to expect as you apply.

STUDENT NAME: _____

SSN: _____

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 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). **KEEP THE LOGIN AND PASSWORD.** Email it to yourself; put it in your Evernote; send it to your parents; attach it to your notes file on your personal email in your contacts file.... Do whatever it takes to safeguard this information since losing it can slow your certification process significantly.

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 supplied by your institution to complete the Self-Reported education portion of the online application: (See your Dept. Chair or College Certification Officer)

Institution Name:	Wagner College		
Award Title:	See attached		
Program:	See attached		
Major:	See attached		
Date Degree Received:	___ / ___ / _____	[Date Format: mm/dd/yyyy]	Number of Credits: See attached
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: See attached
- Select your Subject Area: See attached
- Select the Grade Level: See attached
- Select the Title: See attached
- Select the Type of Certificate: See attached

B. After you have selected your certificate title and type, you will have a list of "Pathways" with associated requirements. You must choose a Pathway to continue with the application process.

- Choose the radio button, **Pathway: Approved Teacher Preparation Program**

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:

Suzanne D'Amato

Suzanne.damato@wagner.edu

(718) 390-3464

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 5:00 p.m. at (518) 486-6041. **Web:** <https://portals.nysed.gov/tcert/technical.htm>