



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 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 **supplied by your institution** to complete the Self-Reported education portion of the online application:

Institution Name: College of Saint Rose
Award Title: Select: Master of Science in Education or Advanced Certificate
Program: MSED Degree select – 25346 – Business and Marketing Education
Ad. Cert. Select – 25347 – Business and Marketing Education
Major: Education
Date Degree Received: Enter Date of Degree Completion (ie. 12/16/2006)
Date Attended From: *If you do not know the exact dates of attendance, please enter the first day of the month.*
Date Attended To: *If you do not know the exact dates of attendance, please enter the first day of the month.*
Number of Credits: If Known – Not Required

Step 2: Select Certificate(s)

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

- Select your Area of Interest: **Classroom Teacher**
- Select your Subject Area: **Business and Marketing**
- Select the Grade Level: **PreK-12 All Grades**
- Select the Title: **Business and Marketing**
- Select the Type of Certificate: **Initial**
- **After you have selected your certificate title and type, you will be asked “Have you Completed an Approved Teacher Preparation Program?” and will be asked for a program code. The program code is this same 5-digit code used to report your education in Step One above. The code is listed in the “Program” field above.**

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:

**The College of Saint Rose
Registrar’s Office
Certification@strose.edu**

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>