



Touro College
School of Education and Psychology, Graduate Division

Applying Online for New York State School Building Leader and School District Leader Certification

A Guide for Touro College Administration Graduates

The New York State Education Department has eliminated paper applications for NY State Teacher/Administration Certification.

Touro College no longer accepts and submits paper applications for NY State teacher certification.

All Touro College graduates eligible for certification must apply online with the state in order to become certified.

Included in this guide are step by step instructions on how our graduates can apply for certification via the internet.

If you have any additional questions, please contact our Certification Officer, Steven Camacho, or our Assistant Certification Officer, Seth Shapiro. You can find Steven's and Seth's contact information on the back of this guide.

All School Building Leader certificates are Initial

All School District Leader certificates are Professional

First you must create a TEACH online account to apply for certification.


Creating your TEACH ONLINE account:

Step 1

Go to the NY State Education Department's website:

<http://www.highered.nysed.gov/tcert/certificate/index.html>

Step 2

Click on the  sign to access the new online system.

Step 3

To create a user account, click on the Self-Registration link. This is located on the far right side of the screen in a purple rectangular shape.

Step 4

Click the yellow and black CONTINUE arrow at the bottom right side of the screen 3 times until you come to a screen with a red STOP SIGN.

Step 5

At the bottom right corner of the screen with the red stop sign, a button that shows the words SELF REGISTER NOW will appear. Click this button. This will bring you to the page in which you enter your personal information (Name, Address, Date of Birth, Etc.). Enter all of your information. Once that is completed you are required to create a User ID.

Next you must select one of the secret questions and provide an answer. After this you must confirm your answer. This is followed by entering the security code provided by the website in the appropriate box. When this is complete you must create a password followed by confirming your password. Then continue to click the **CREATE ACCOUNT** button. This will be followed by the website verifying that your information is correct. If it is correct, click the **CONTINUE** button followed by the **OK** button. Please keep in mind that your **USERNAME** and **PASSWORD** are case sensitive. Your **TEACH** account is now created.

Applying for certification:

Step 1

Go to the NY State Education Department's website:

<http://www.highered.nysed.gov/tcert/certificate/index.html>

Step 2

Click on the **TEACH** button in the middle of the screen as you did earlier while creating your account to access the new online system.

Step 3

Click on the **LOGIN to TEACH** link located in the same Purple rectangular shaped box as the self registration link used earlier.

Step 4

This will bring you to the login page. Proceed to login using your **USERNAME** and **PASSWORD** created earlier during your self-registration.

Step 5

Click the Purple TEACH online services bar. After this, you are required to enter your Social Security Number. Then click “submit.” This will bring you to your TEACH home page. Here there will be several options. Under the online application option click on the blue link that says APPLY FOR CERTIFICATE. Then click the NEXT button on the following page. This will bring you to a screen that says Verify/Update Profile.

Step 6

Proceed by clicking the GRAY button on the bottom right of the screen that says EDIT EDUCATION INFORMATION. In the INSTITUTION TAB you will find that there are two choices for TOURO COLLEGE. One will be TOURO COLLEGE FLATBUSH and the other will read TOURO COLLEGE. Click the one that says TOURO COLLEGE. Next, you must enter your award title. All degrees at Touro College are MASTER’S OF SCIENCE. Next, you will enter your PROGRAM CODE/Program of study. The program code for SBL is 29151-SCHOOL BUILDING LEADER. After entering your program code you must enter your MAJOR, here you will select the option that says SCHOOL LEADERSHIP. Next, you must enter your DATE DEGREE RECEIVED. Keep in mind that this is NOT the same date as the date that you walked for graduation. This Date is your Official Conferral Date of Graduation. To find out what your date of graduation is you may contact the registrar’s office at ext. 5524. Following the entering of your date degree received, you then must enter the dates on which you STARTED and ENDED the School Administration Program, and the number of credits in your program. If you completed just the SBL then you should enter 33 credits. If you completed both the SBL and the SDL you should enter 36 credits. After all of your education information is entered, click the gray ADD button followed by the grey DONE button. Keep in mind that if you are applying for both the SBL and the SDL then you MUST enter TWO Education History entries.

Step 7

Next you must enter your Employment Information. You can enter your employment information by clicking on the GRAY button that says ENTER EMPLOYMENT INFO. Enter all of the required information and

proceed to click the gray ADD button followed by the gray DONE button on the bottom right of the screen. Please proceed to click the gray NEXT button on the bottom right.

Step 8

In step 8, you are actually going to apply for the certificate. In the AREA OF INTEREST section you will enter ADMINISTRATION AND PUPIL PERSONNEL SERVICES. In the SUBJECT AREA you will enter SCHOOL ADMINISTRATION AND SUPERVISION. In the GRADE LEVEL section you will enter PRE-K—12 ALL GRADE LEVELS. In the TITLE section you are going to enter SCHOOL BUILDING LEADER. In the SELECT CERTIFICATE section you are going to enter INITIAL CERTIFICATE. Once this information has been entered, click the GRAY ADD button. The next page will prompt you for the School Program Code. The code for SBL Initial Certificate is -29151. Enter the code and press the SUBMIT button. Next click the radio button under the word SELECT and click the GRAY NEXT button at the bottom of the page. If you are applying for the SDL as well then you must enter another certificate. For this one the only changes will be the title you select. Instead of SBL you will select SCHOOL DISTRICT LEADER followed by the select certificate section in which you will enter PROFESSIONAL CERTIFICATE. The system will again prompt you to enter another School Program Code. The SDL Professional Certificate code is -29150. Enter the code and press the SUBMIT button. Next click the radio button under the word SELECT and click the GRAY NEXT button at the bottom of the page.

Step 9

The next screen will ask whether you would like your application reviewed by the State Education department or BOCES. Choose one and then press the NEXT button on the bottom right side of the page.

Step 10

The next step is signing the affidavit. Please proceed to answer the questions that the website asks regarding your moral character determination. Once you complete answering the questions, please click the gray SIGN AFFIDAVIT button at the bottom right of the page.

Step 11

On the next page, you confirm and sign the application. If all information is correct, please click on the **SIGN APPLICATION BUTTON** at the bottom of the page.

Step 12

After you have completed your application for certification, you must contact either Steven Camacho or Seth Shapiro for your **INSTITUTIONAL RECOMMENDATION** to be entered on the NYSED system. Their contact information can be found on the last page of this booklet. The Institutional Recommendation is not entered automatically. It is the **STUDENTS RESPONSIBILITY** to request the recommendation. Keep in mind, the institutional recommendation **CANNOT** be entered unless your graduation date is conferred in the **TOURO COLLEGE** system. This can take anywhere from 2 to 8 Weeks from the date of your graduation. The last thing that must be done is payment for your certificate applications. You can either pay for you certificates via credit card online or by sending a money order to the NYSED office that is given on the payment page. **Reminder: All payments for certificates should be \$50.**

Requirements:

For certain programs, there are specific requirements that must be met. For ALL programs, fingerprint clearance, the Child Abuse Workshop, and the School Violence Prevention Workshop are required.

Education Programs: For all General and Special Education Certificates, passing scores on the LAST, ATS-W, and CST – Multi Subject are required.

For Special Education Certificates, along with the 3 exams noted above, a 4th exam, the CST- Students W/Disabilities, must be passed.

Literacy: For literacy you are required to pass the CST-Literacy exam.

TESOL: You are required to pass the ESOL exam.

Bilingual Extension: You are required to pass the BEA- (language).

CONTACTS:

Steven Camacho 212 463 0400 EXT 268 Steven.Camacho@touro.edu

Seth Shapiro 212 463 0400 EXT 268 Seth.Shapiro@touro.edu

NY State Certification Office 518 474 3901

TEACH Helpline 518 486 6041

