



Touro College
School of Education, Graduate Division

Applying Online for a Permanent Certificate for New York State Teacher Certification

A Guide for Touro College Teacher Graduates

The New York State Education Department has eliminated paper applications for NY State Teacher 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 last page of this guide.

You may only be issued a Permanent certification if you hold a valid Provisional certificate.

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 on 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**. Next click the radio button that says **ALL OTHER PROGRAMS AND COURSE WORK**. In the tab that says **STATE** click on **NEW YORK**. For the **INSTITUTION** tab click **TOURO COLLEGE**. For the **DEGREE** tab enter **MASTER'S DEGREE**. For your **MAJOR** you will enter either **CHILDHOOD EDUCATION** if you are applying for general education, or **SPECIAL EDUCATION** if you are applying for special education. 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** your education program and the number of credits in your program. Both the **GENERAL** and **SPECIAL EDUCATION** programs are 36 credits. After all of your education information is entered, click the gray **ADD** button followed by the grey **DONE** button.

Step 7

When applying for a Permanent Certificate you next 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 **CLASSROOM TEACHER**. In the **SUBJECT AREA** you will enter either **CHILDHOOD EDUCATION** or **SPECIAL EDUCATION**. In the grade level section for **GENERAL EDUCATION** you should enter **PRE-K- 6** and for **SPECIAL EDUCATION** you should enter **PRE-k-12**. In the **TITLE** section you are going to enter

again the age group that pertains to you. In the **SELECT CERTIFICATE** section you are going to enter **PERMANENT CERTIFICATE**. Once this information has been entered, click the **GRAY ADD** button. The next page will prompt you for the School Program Code. **DO NOT ENTER A CODE**. Under where it asks you for the program code, click the button next to where it says **NO, I HAVE NOT COMPLETED** etc. Then click the **GRAY NEXT** button in the bottom right hand corner.

Step 9

The next screen will ask whether you would like your application reviewed by the New York State Education Department (NYSED) or BOCES (We recommend that you choose the NYSED option). 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 have an official transcript sent to the NYSED directly by Touro College in order for NYSED to evaluate and process your application. All **PERMANENT** applications should cost \$100. Make sure that your graduation date is posted before you have a transcript sent to the state.

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 Education Permanent Certificates in Elementary Education, Common Branches, PreK-Grade 6, passing scores on the LAST, ATS-W, and CST – Multi Subject are required. In addition, you must send in to NYSED a Video of your teaching performance and receive a passing grade on this ATS-P (Assessment of Teaching Skills – Performance) exam. You must also have two full (Sept.-June) years of full time teaching experience. Of course you must also have earned your MS degree.

For Special Education Permanent Certificates, only the LAST and ATS-W exams are required, along with two full (Sept.-June) years of full time teaching experience. You must also have earned your MS degree.

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:

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NY State Certification Office 518 474 3901

TEACH Helpline 518 486 6041