

Navigate to the Office of Teaching Initiatives website – [www.highered.nysed.gov/tcert](http://www.highered.nysed.gov/tcert) and click on the link for TEACH Online Services.

Office of Teaching Initiatives Home Page - Windows Internet Explorer

http://www.highered.nysed.gov/tcert/

New York State Education Department  
Office of Higher Education Johanna Duncan-Poitier, Deputy Commissioner

Office of Teaching Initiatives

Teaching in New York | Certification | Resources - Educators | Resources - Public | Teacher Showcase | Fingerprinting

Inspire  
Motivate  
Shape  
Influence

Welcome to the Office of Teaching Initiatives

Our primary goal is to provide qualified and certified teachers for employment in the State's public schools. We issue certificates, develop teaching policy, and provide supportive services for teachers, schools, and the public.

- Teaching in New York**  
Find information about teaching in New York State: Its diverse geographic regions, colleges that prepare teachers, links to job banks, and more.
- Certification**  
Find out how to become certified to teach in New York State.
- Resources - Educators**  
Find information of interest to practicing teachers and school administrators: Professional Standards and Practices Board,

OTI NEWS

**TEACH**  
Online Services

[Superintendent Verification of Mentored Experience](#)

[Leadership Assessment Frameworks](#)

[CEO Memo # 06-05 - Educational](#)

Click the “Self-Registration” link on the page that loads

TEACH Online Services - Windows Internet Explorer

http://www.highered.nysed.gov/tcert/teach/index.html

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TEACH Online Services System

List of TEACH Services

Important Information When Accessing Your TEACH Account

TEACH Resources

Report Problems Using TEACH

Welcome to TEACH Online Services

TEACH is an online application and database system that enables:

- Applicants for Certification** to apply online for certification or fingerprint clearance, and check the status of applications, documents and test results received.
- Applicants for Fingerprint Clearance** to apply online for fingerprint clearance and check status of fingerprint clearance.
- Public Schools** to obtain application status updates on current or potential employees and submit requests for fingerprint clearance for prospective employees.
- New York State Colleges/Universities** to submit recommendations for certification program completers online and track the certification status of students.

Applicants or Certificate Holders New to TEACH?

Click [Self-Registration](#) to create a TEACH Account.

Already have a TEACH Account?

[Login to TEACH](#) to access your information and services

Read the information regarding registration, and be sure you are following the instructions given.  
At the bottom of the page, click the "Self-Registration" link a second time.

Before self-registering to create a TEACH account please review the following: - Windows Internet Explorer

http://www.highered.nysed.gov/tcert/teach/selfreg.htm

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Office of Teaching Initiatives

Search OTI Search

Quick Links:  
Select here

Teaching in New York | Certification | Resources - Educators | Resources - Public | Teacher Showcase | Fingerprinting

TEACH Online Services System

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TEACH online services

Before self-registering to create a TEACH account please review the following:

- If you have already self-registered DO NOT self-register again.
  - If you receive an error message that your **Name, or SSN, and DOB do not match** please do the following:
    - Login and before clicking the TEACH Online Services button, please click the "Update My Account" button. Verify that the information is correctly entered. If not, correct it.
    - If you have previously taken a New York State Teacher Certification Exam and have not submitted any other information to our office, please enter your name exactly as you entered it when registering for the test. (You may update your account to reflect a name change later if necessary.)
    - If you have previously submitted a certification application or have an issued certificate, edit your name to match the name on your previous application or issued certificate. (You may update your account to reflect a name change later if necessary.)
    - If you have entered your married name, but have not previously notified the Office of Teaching Initiatives of this change, update your last name to your maiden name, so that it will match your existing record. (You may update your account to reflect a name change later.)
    - When you have made these changes to your account click the "TEACH Online Services" button. After entering your Social Security Number, if you get the same message, please [Report the Problem](#) to us.

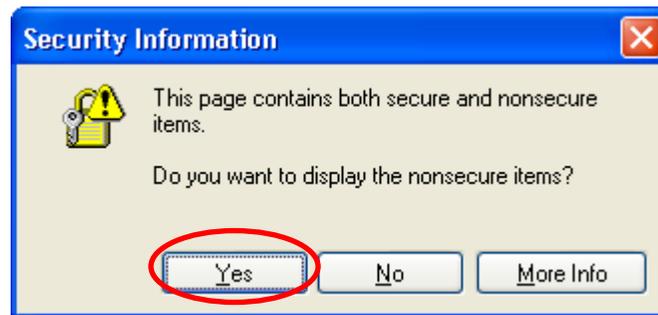
Applicants or Certificate Holders

click [Self-Registration](#) to create a TEACH Account

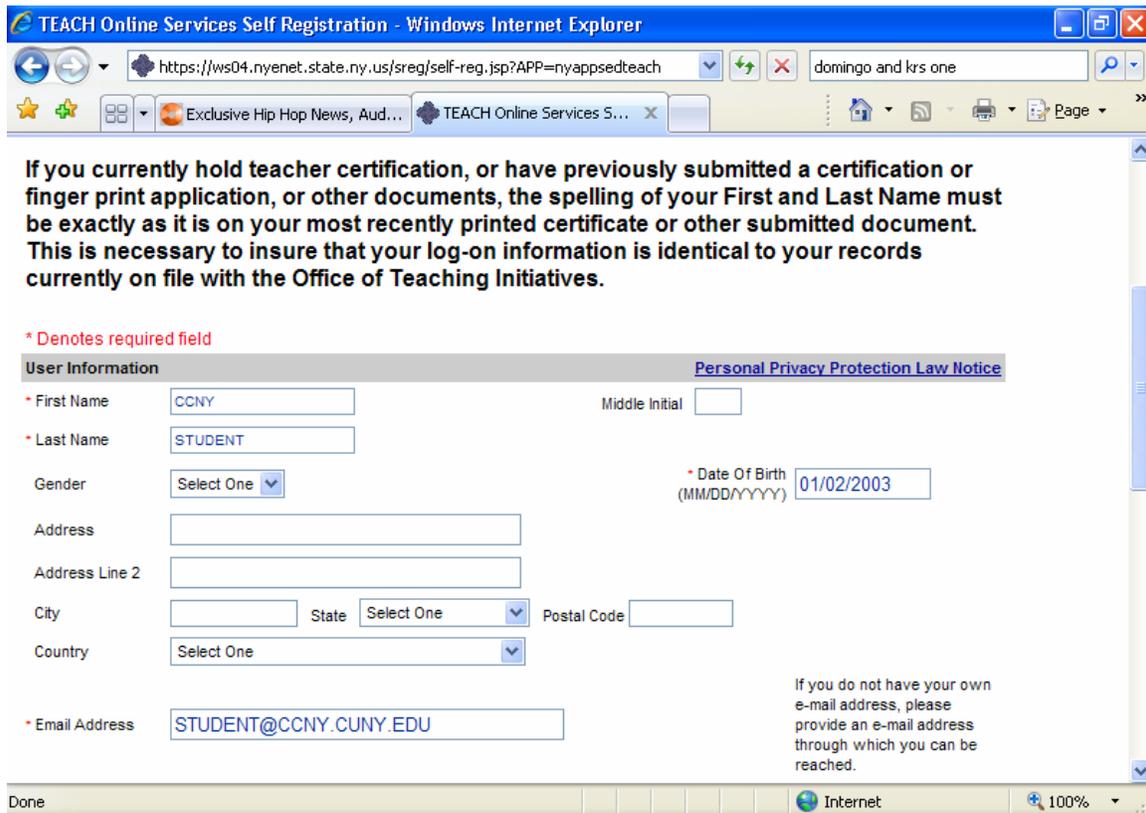
About OTI | Contact Information | Having Problems Using This Site? | NYSED Home | Disclaimer & Copyright Notice

Last Updated 01/25/2007

The dialog box illustrated below should appear. Click yes to continue (you should click yes each time this dialog box appears throughout the process)



Fill in the requested information. Be sure to use the same name and spelling of the name as previously used when taking the NYSTCE Exams or on previous applications. Changes in the name or social security number can prevent the account from being verified.

A screenshot of a web browser window showing the "TEACH Online Services Self Registration" form. The browser title is "TEACH Online Services Self Registration - Windows Internet Explorer". The address bar shows the URL "https://ws04.nyenet.state.ny.us/sreg/self-reg.jsp?APP=nyappsedteach" and the search bar contains "domingo and krs one". The page content includes a warning message: "If you currently hold teacher certification, or have previously submitted a certification or finger print application, or other documents, the spelling of your First and Last Name must be exactly as it is on your most recently printed certificate or other submitted document. This is necessary to insure that your log-on information is identical to your records currently on file with the Office of Teaching Initiatives." Below this is a form titled "User Information" with a "Personal Privacy Protection Law Notice" link. The form fields are: First Name (CCNY), Middle Initial (empty), Last Name (STUDENT), Gender (Select One), Date Of Birth (01/02/2003), Address (empty), Address Line 2 (empty), City (empty), State (Select One), Postal Code (empty), Country (Select One), and Email Address (STUDENT@CCNY.CUNY.EDU). A note at the bottom right says: "If you do not have your own e-mail address, please provide an e-mail address through which you can be reached." The browser status bar shows "Done", "Internet", and "100%".

Choose a User ID that you will easily remember. The User ID must meet the guidelines indicated to the right of the field. Your password should also be easy to remember, and must meet the guidelines indicated directly above the password field. Be sure to fill in all questions marked with an \*.

TEACH Online Services Self Registration - Windows Internet Explorer

https://ws04.nyenet.state.ny.us/sreg/self-reg.jsp?APP=nyappsedteach

domingo and krs one

Exclusive Hip Hop News, Aud... TEACH Online Services S...

Fax Number

**Login Information**

\* Preferred User id: TESTACCOUNT

User ids must be at least 4 characters, can be up to 128, and must be unique. If your selection is not available you will be prompted to select a different one.

**Password Reset Information**

\* Shared Secret Question: 1. What was my first grade teachers last name?

\* Answer: .....

\* Confirm Answer: .....

\* Enter this number in the box to the right: 101722 101722

Please enter the security code displayed on your screen in the field provided. This is necessary to prevent unauthorized use of this Web site. If you are using a screen reading program, click [listen](#) to have the number announced.

Your password must:

- 1) be at least eight (8) characters long, one of which must be a numeric character;
- 2) not contain more than two repeating characters;
- 3) cannot be one of your entries such as your name or email address.

\* Password: .....

\* Confirm Password: .....

**Create Account**

Check the confirmation screen to make sure your information has been entered correctly. Use the system's back button if you need to make any changes. Changes can also be made after the account has been created.

Self Registration - Windows Internet Explorer

https://ws04.nyenet.state.ny.us/sreg/reg-check.jsp

domingo and krs one

XXLmag.com | Hip-Hop On A ... Self Registration

Self Registration

https://ws04.nyenet.state.ny.us/sreg/reg-check.jsp

**Before you continue please confirm the information below. If any information needs to be corrected please click on the "Back" button below and make the necessary corrections.**

**User Information**

First Name	CCNY
Middle Initial	
Last Name	STUDENT
Gender	
Date Of Birth (MM/DD/YYYY)	01/02/2003
Address	
Address Line 2	
City	
State	
Postal Code	
Country	
Email Address	STUDENT@CCNY.CUNY.EDU
Telephone Number	
Fax Number	

**Application Specific Information - TEACH Online Services**

**Login Information**

Preferred Userid	TESTACCOUNT
Shared Secret Question #1	What was my first grade teachers last name?
Shared Secret Answers	(Not Shown)

**Back** **Continue**

This screen confirms you have created an account in the system directory.

TEACH Online Services Self Registration - Windows Internet Explorer

https://ws04.nyenet.state.ny.us/sreg/reg-complete.jsp

New York State Education Department  
Office of Higher Education Johanna Duncan-Poitier, Deputy Commissioner  
Office of Teaching Initiatives

Search OTI Search

Quick Links:  
Select here

Teaching in New York | Certification | Resources - Educators | Resources - Public | Teacher Showcase | Fingerprinting

Welcome to NYS Directory Services! You have now created an account in the Enterprise Directory.

[Click here to continue the login process for TEACH Online Services.](#)

Office of Higher Education | New York State Education Department | Related Links | Disclaimer & Copyright Notice

You may use your newly created User ID and Password to log into the system. On your next visit, you can click **Log-In** from the main screen to access this page.

Login - Windows Internet Explorer

https://ws04.nyenet.state.ny.us/sreg/Login.jsp?TYPE=33554433&REA

Login

ACCEPTABLE USE POLICY FOR USERS OF NYeNet APPLICATIONS

This application uses the Central Directory Service of the NYeNet for authentication and authorization. In addition to any obligations arising under acceptable use policies implemented by NYeNet Participating Organizations, logging into this application indicates your agreement to abide by the following:

1. You shall use this application only for purposes directly related to the conduct of official business and the application shall not be used for nonpublic purposes including, but not limited to, the pursuit of personal activities, the mass distribution of unsolicited messages ("spamming"), and the promotion of commercial ventures or religious or political causes;
2. You shall be responsible for any activity attributable to the use of your account whether by you or any other person;
3. You shall not engage in activities that may cause interference with or disruption to any network, information service, equipment or user thereof;
4. You shall comply with all applicable confidentiality and security requirements and shall not seek information on other users or attempt to obtain access to, copy, or modify other users' files without express permission;
5. You shall not violate the rights of any person or entity protected by copyright, trade secret, patent, or other similar laws or regulations;
6. You shall not use this application for any illegal purpose, including, but not limited to, the transmission of obscene or harassing materials; and
7. You must report any abuse or misuse of this application to OFT and you shall cooperate fully in any investigation into any such abuse or misuse.

Please Login

Username:

Password:

Login

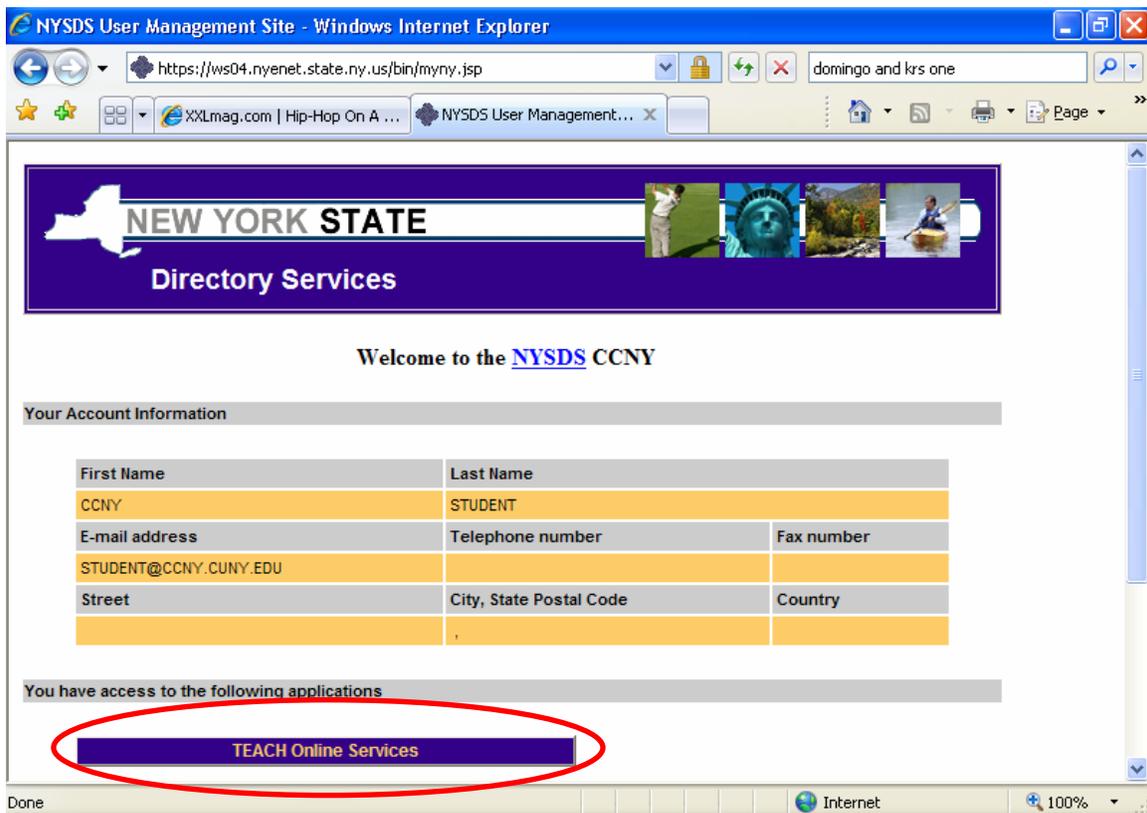
[I forgot my password](#)

Done Internet 100%

Enter your social security number carefully. It must match the name and number already on file for you. You may receive an error message if the spelling of the name associated with this social is different from what was on file.



If all information is correct, you will be brought to the NYS Directory Services welcome page. Select the service you wish to access (TEACH Online Services)



On the “Create Profile” screen you will enter your information as it is to appear in your record. The information entered here is what will appear on your certificates. Please fill in all required info (\*) accurately and completely.

**Create Profile**

The information on this screen is collected once and will be used to create your profile in the Department of Education database. Your profile needs to be created in order for you to be able to apply for certification. The format of your information is how it will appear on all correspondence and certificates.

**Personal Information**

Prefix :

\*Last Name :  \*First Name :

MI :

Suffix :

Maiden Name :

\* Gender :

\*Date of Birth :   \* SSN :  -  -

**Contact Information**

**Contact Information**

United States Mailing Address  International Mailing Address

\*Street Address :  \*Address 1 :

Apt. :  Address 2 :

\*Zip Code :  \*City :

\*City :  State/Province :

\*State/Province :  \*Country :

Home Phone :  -  -  \*Foreign Postal Code :

Work Phone :  -  -

**\* Resident Status**

I am a citizen or a permanent resident of the United States

I am NOT a citizen or a permanent resident of the United States

When you have entered all required information, click “Submit” to create your account profile.

**\* Resident Status**

I am a citizen or a permanent resident of the United States

I am NOT a citizen or a permanent resident of the United States

**Preferences**

Check this box if you would like your name, address and certificate information to be provided to a statewide clearing house for teacher recruitment.

Check this box if you would like the Office of Teaching to communicate with you via email (unless a physical document is required)

Email Address :

Please verify all information is correct before submitting. All information that you provide on this screen except Social Security Number will be considered public information. You will be able to update your contact information later once your profile is created.

Required fields are marked with an asterisk (\*)

Cancel Submit

This brings you to the TEACH homepage. It lists all the services and features one can access via the account. All applicant records and documents can be found under the “Account Information” link. To apply for a certificate, click the appropriate link.

NEW YORK STATE EDUCATION DEPARTMENT  
Office of Teaching Initiatives

TEACH Home | Search Certification Requirements | Logout

**TEACH Home**

**Profile Links**  
Verify/Update Profile

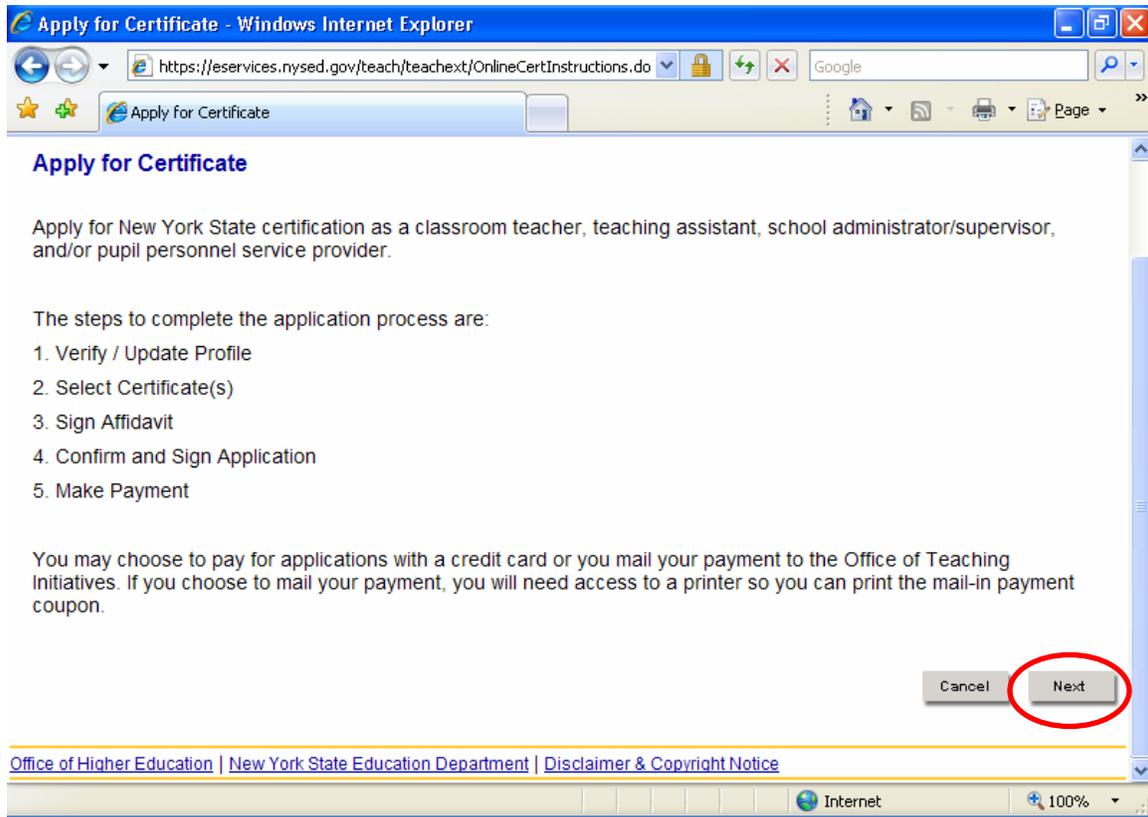
**Fingerprinting Links**  
Submit Application for Fingerprint Clearance

**Inquiry Links**  
Account Information

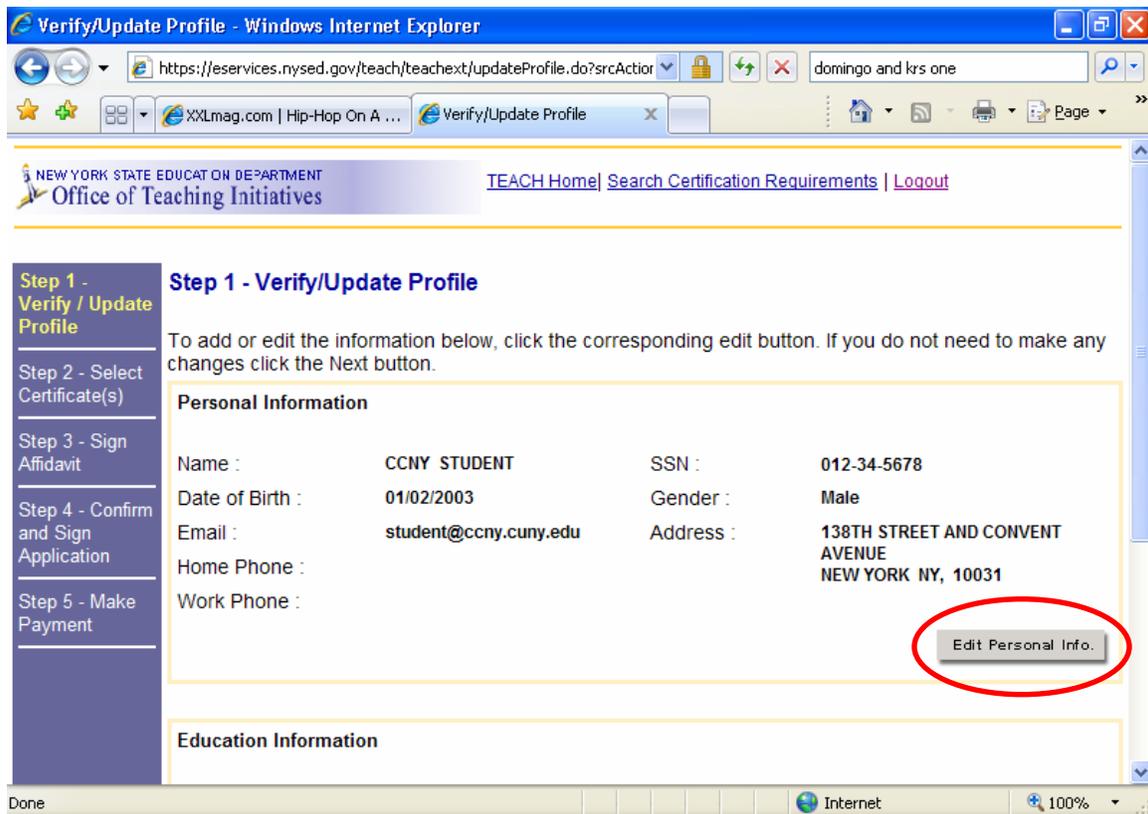
**Online Application**  
Apply for Certificate  
Apply for a Duplicate Certificate

**Professional Development**  
Maintain Your Professional Development Record

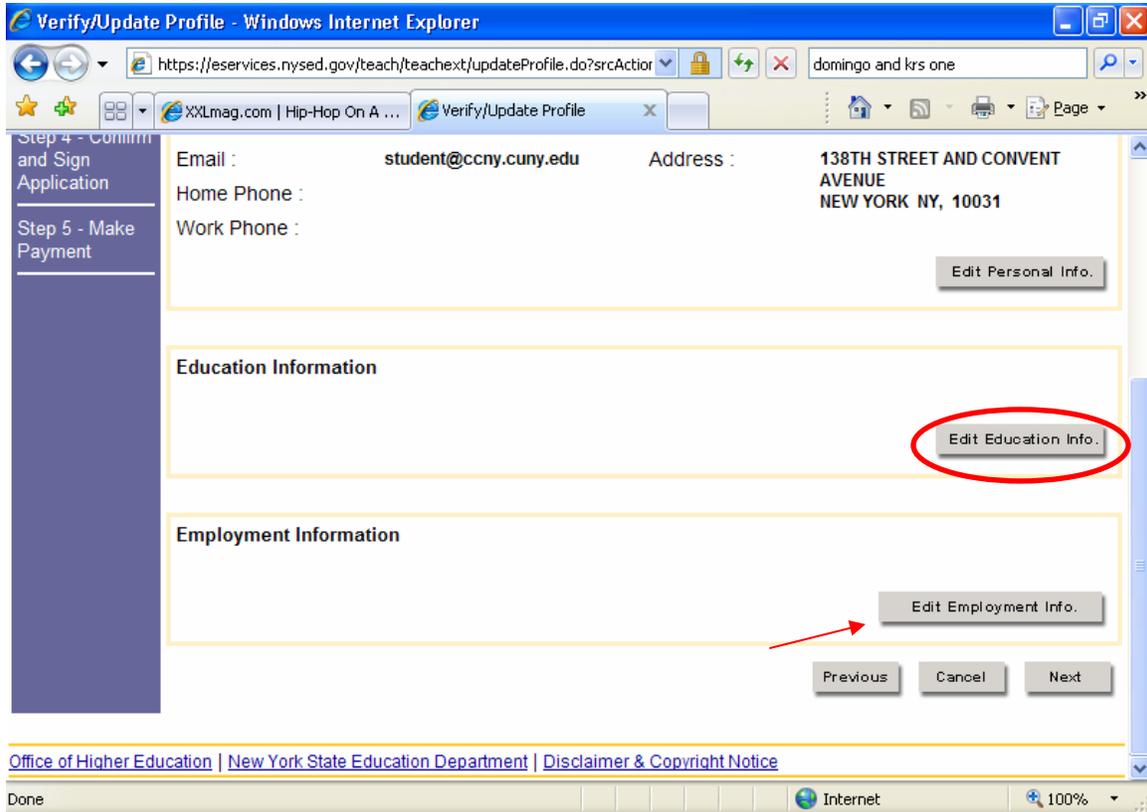
You are greeted by a brief summary of the application procedure; Read carefully then click “Next” to continue.



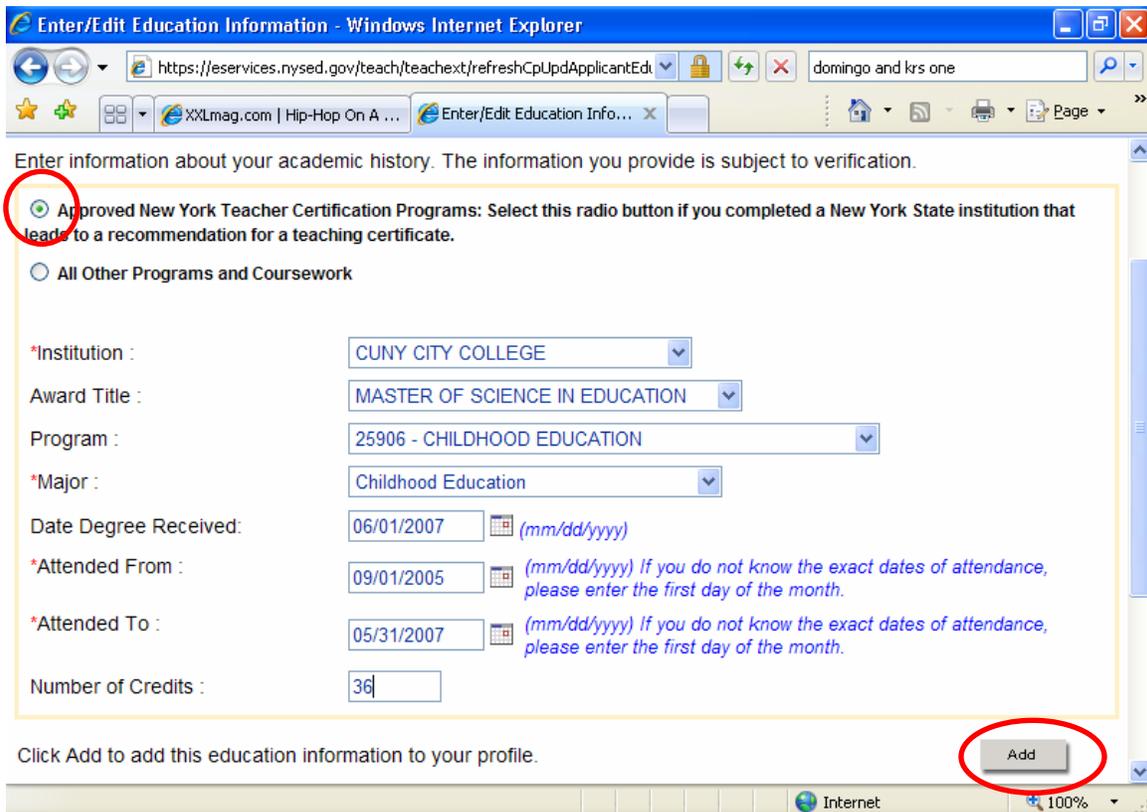
The first step to applying for a certificate is updating your profile. If you need to change your name, address, phone number, or email, you can click “Edit Personal Info.”



If your personal information is correct, scroll down and click “Edit Education History” to enter your education background information. You can also enter all teaching experience by clicking “Edit Employment info.”



If you have completed an approved teacher education program, make sure the first bullet is selected. You must enter information in each field. Consult the [TEACH information sheet](#) for the Award Title and Program Code for your program. You must choose the proper title and code, and not simply the subject area. The degree date can also be the completion date for non-degree programs. Click “Add” to create your education record.



Each record added to your profile is stored and listed in this section. You can add additional records, edit and update information, but you cannot delete a record once entered. When finished, click “Done”.

Enter/Edit Education Information - Windows Internet Explorer

https://eservices.nysed.gov/teach/teachext/CpUpdApplicantEduProfile

major :

Date Degree Received:  (mm/dd/yyyy)

\*Attended From :  (mm/dd/yyyy) If you do not know the exact dates of attendance, please enter the first day of the month.

\*Attended To :  (mm/dd/yyyy) If you do not know the exact dates of attendance, please enter the first day of the month.

Number of Credits :

Click Add to add this education information to your profile.

College/University	Location	Award Title/Degree	Major	From	To	Date Degree Received	Cr. Rcvd
<input type="radio"/> CUNY CITY COLLEGE	NY	MSED	Childhood Education	09/01/2005	05/31/2007	06/01/2007	36

To edit your education information, select the button next to the entry to be edited and click the Edit button.

Required fields are marked with an asterisk (\*)

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You will now see your submitted education history. If any information is incorrect, you can click edit again to modify the information. If everything is correct, click “Next”.

Verify/Update Profile - Windows Internet Explorer

https://eservices.nysed.gov/teach/teachext/CpUpdApplicantEduProfile

Payment

Education Information

College/University	Location	Degree Earned	Major	From	To	Date Degree Received
CUNY CITY COLLEGE	NY	MSED	Childhood Education	09/01/2005	05/31/2007	06/01/2007

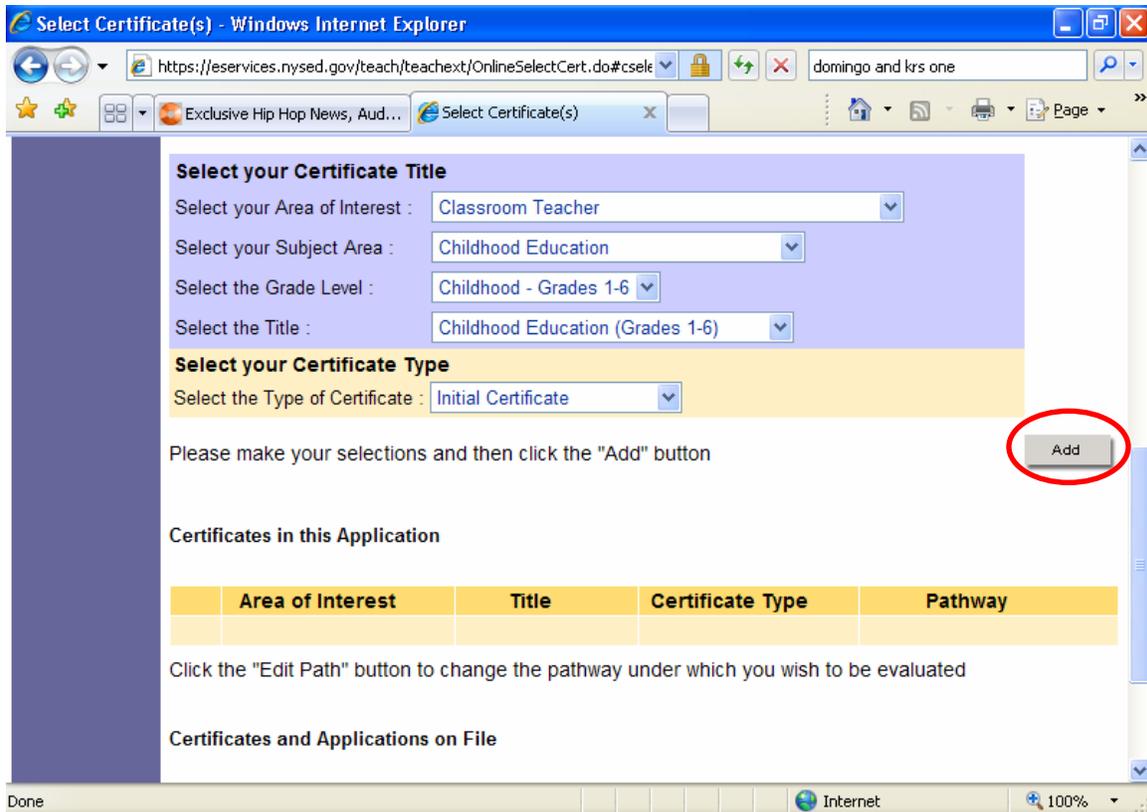
Employment Information

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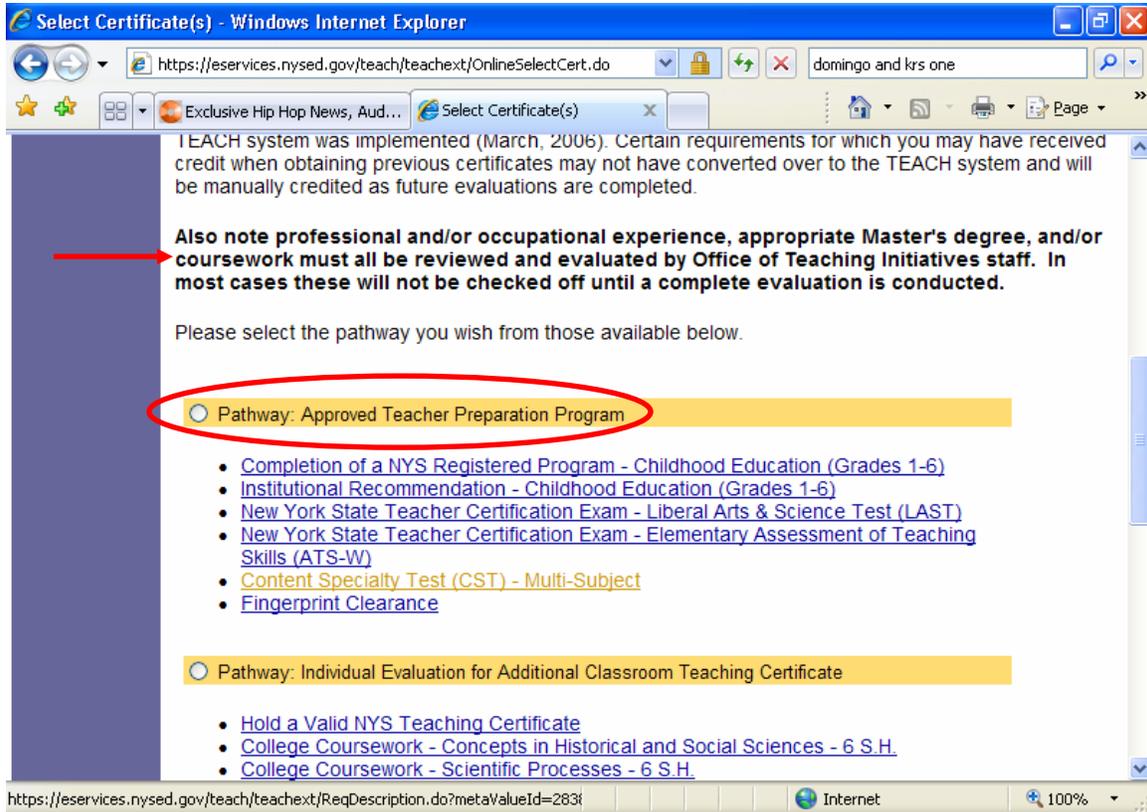
On this step, you can choose the certificate(s) you wish to apply for. If you have completed an ATPP, the certificate title must be the one which your program was registered as leading to.



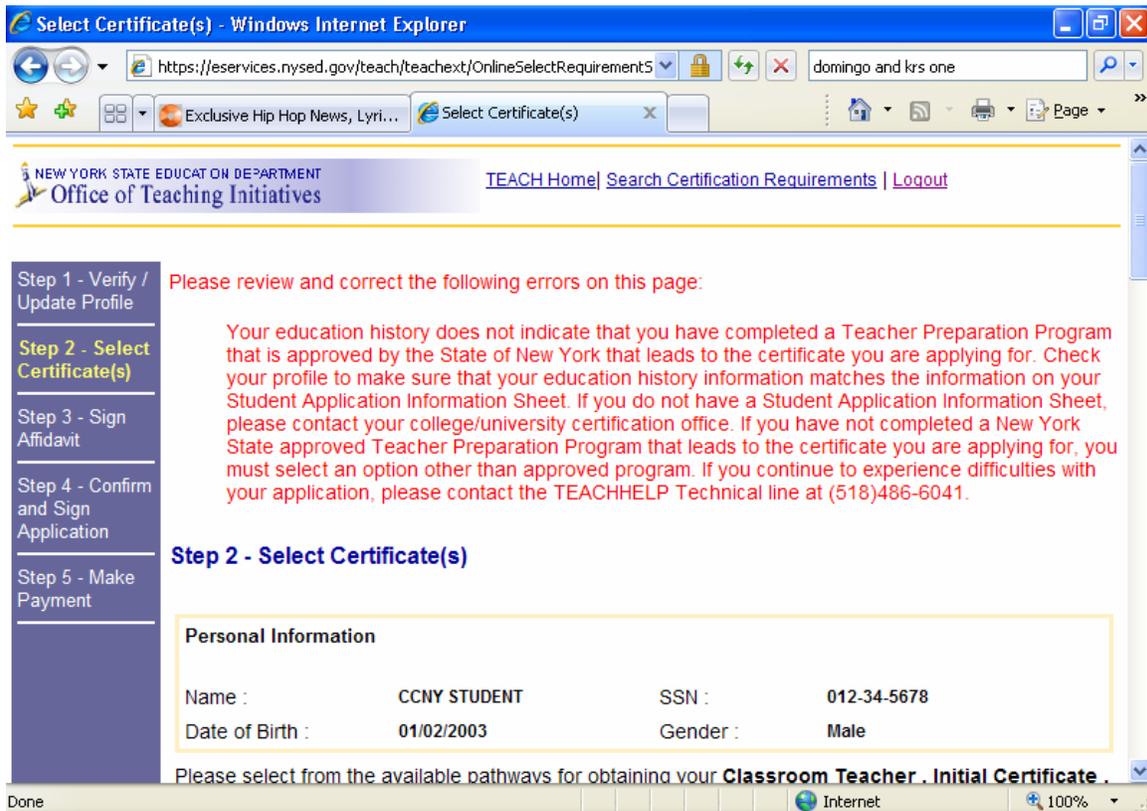
You must select information in each field. Each selection will bring you a different set of options for the field following, and each variation may have different requirements. Remember, titles are not synonymous. Special Education is not the same as Students with Disabilities. Pre K – 6 is not the same as 1 – 6. Permanent is not the same as Professional. Be sure you are selecting the correct certificate for your program and background. Click “Add” when done.



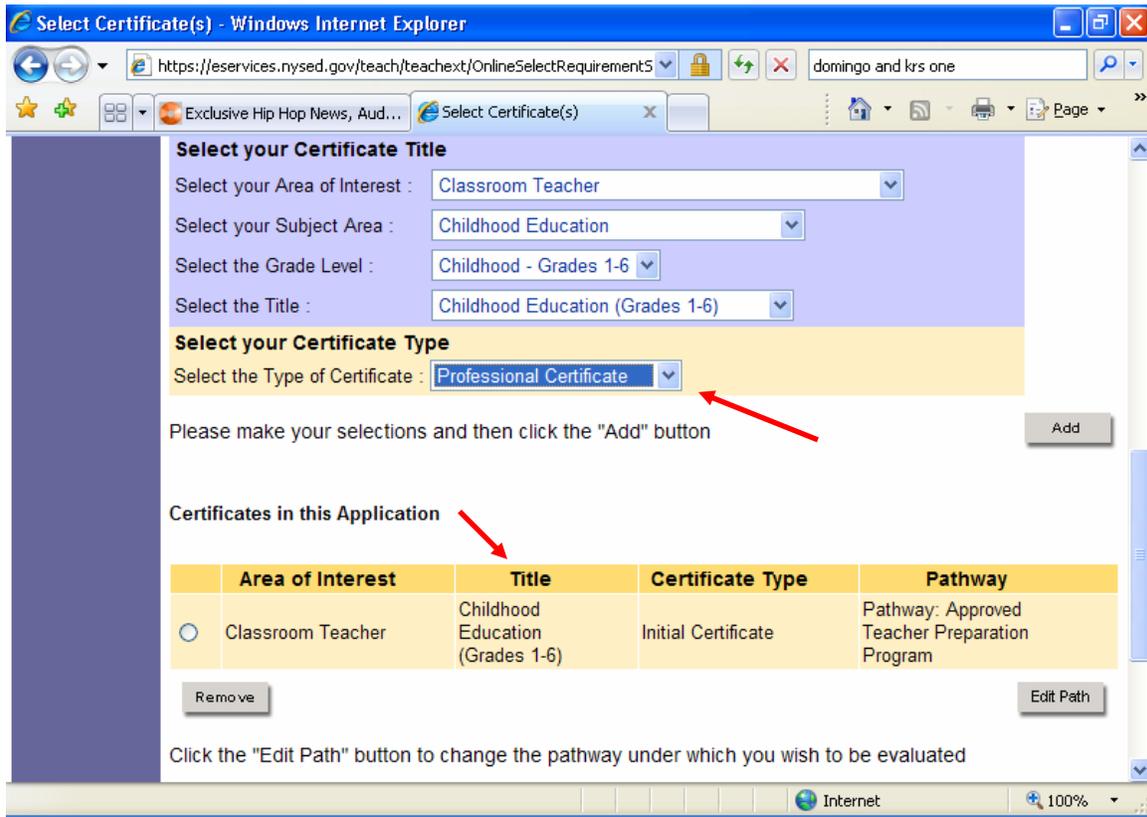
You will be asked to choose a pathway for evaluation. You should select the button for “Approved Teacher Preparation Program”, and then click “Add”



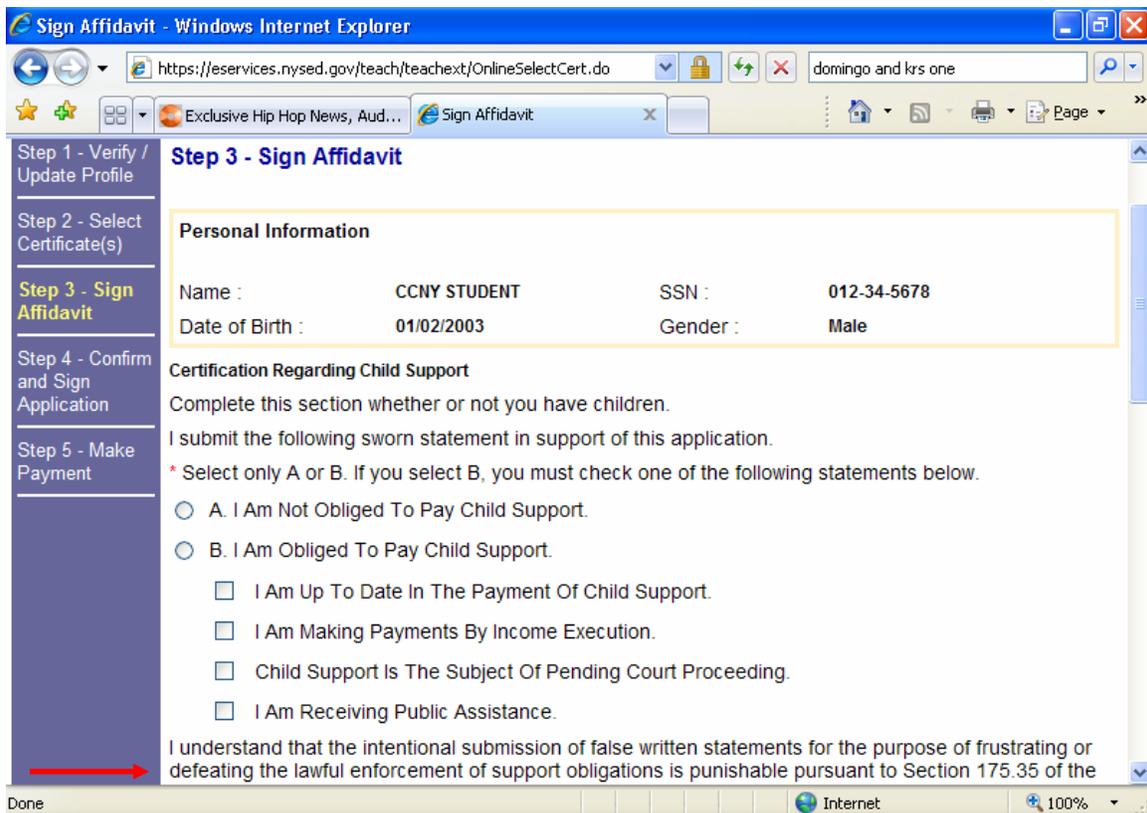
If you receive the message below, you have either selected a certificate that is not registered as a part of your ATPP, or you did not select the correct ATPP for the desired certificate. You will have to use the “Back” button at the bottom of each screen to navigate back to the “Education History” section and edit your record.



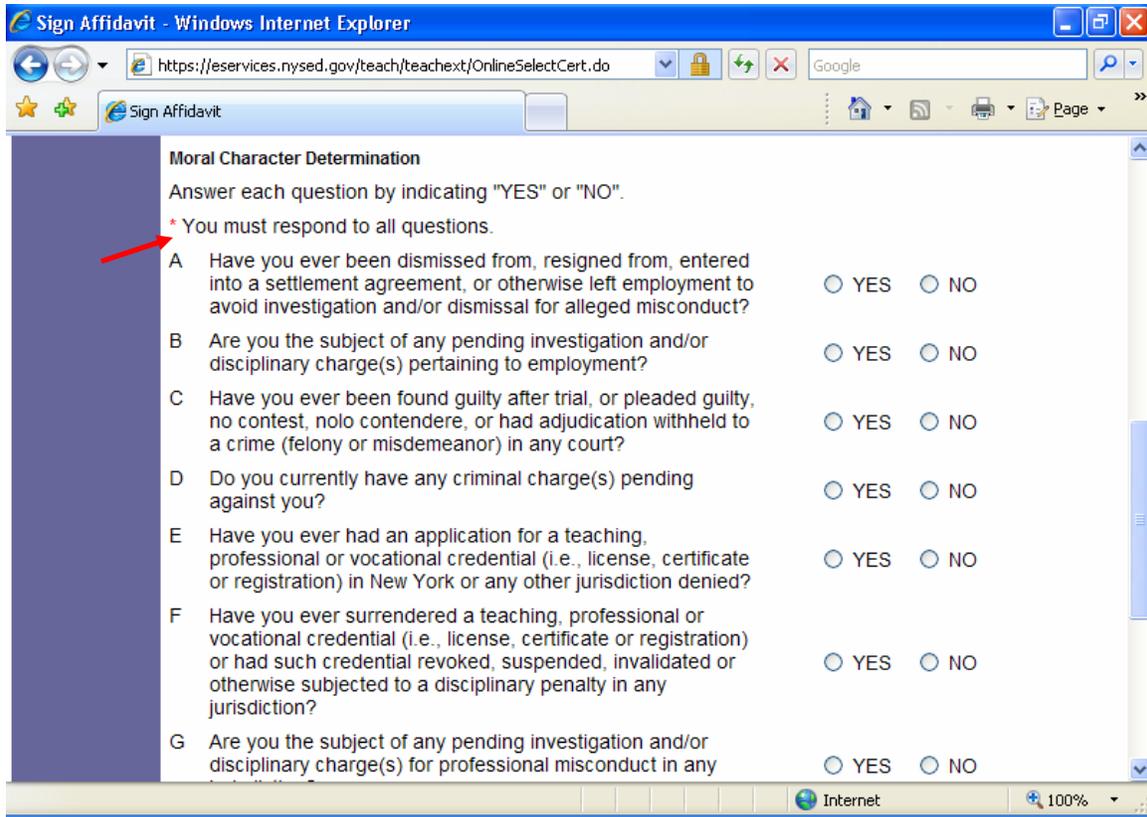
If your information is correct, a record of the application will be added at the bottom of the screen, and you will have the option of applying for additional certificates. Review each application that is added to make sure the Title, Type, and Pathway are correct. If a record is incorrect, select the button next to it, and click “Remove” or “Edit Path.” Click “Next” when done.



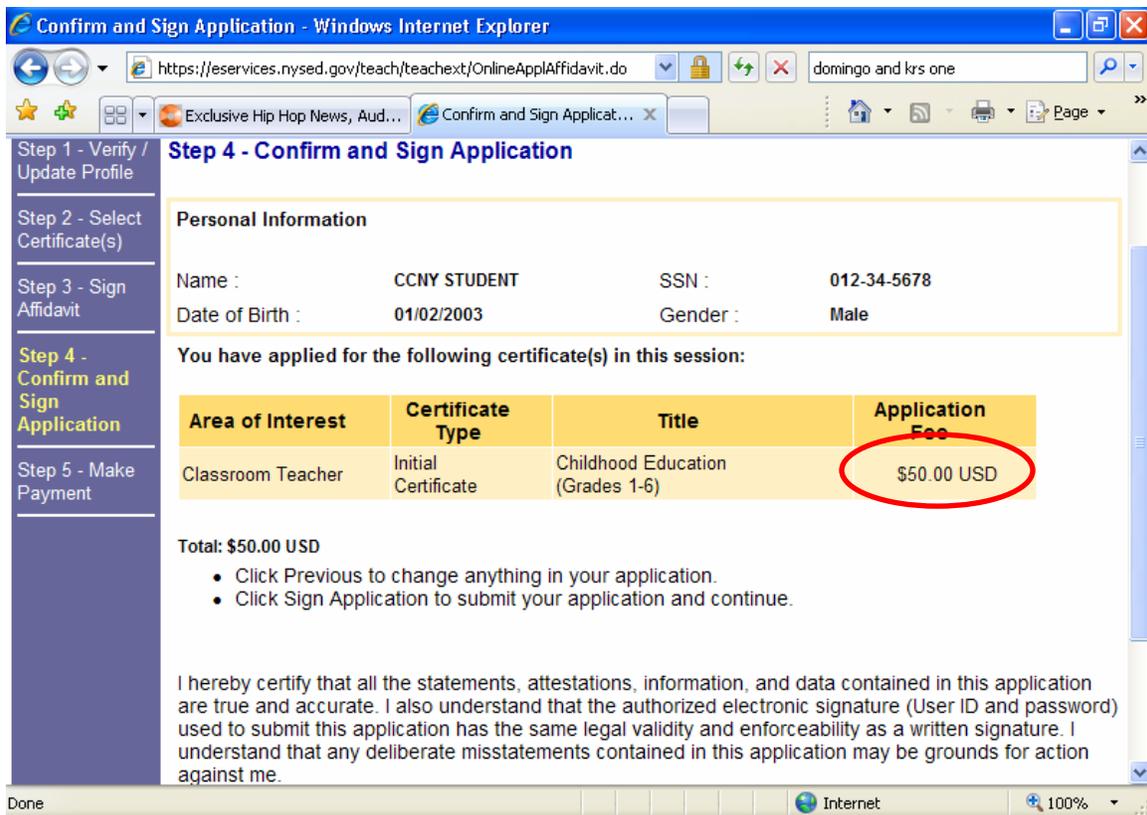
You must answer each question on the affidavit. You must answer honestly. This is a binding legal document; false information could make you subject to punishment under the law. A background check will reveal inconsistent information.



Click “Sign Affidavit” to submit your electronic signature indicating your agreement to the terms given.



Review the information you have entered for each certificate. Make sure once again that you have selected the correct area, title, and type. The application fee is also listed here. If you are applying for a certificate based on the completion of an ATPP, the fee is \$50 per certificate. After you have verified the information is correct, click “Sign Application”. The application cannot be retracted after it is signed. It is now an official part of your state record.



You have 2 options for payment of your certificate. You can pay online with a valid credit card, or you can mail your payment to Albany in the form of a money order. It is recommended that applicants pay online whenever possible, as the payment is immediately credited to your application and there is no risk of the payment being lost or misapplied.

Step 5 - Make Payment - Windows Internet Explorer

https://eservices.nysed.gov/teach/teachext/OnlineConfirmAppl.do

Step 2 - Select Certificate(s)

Step 3 - Sign Affidavit

Step 4 - Confirm and Sign Application

**Step 5 - Make Payment**

**Personal Information**

Name : CCNY STUDENT SSN : 012-34-5678  
Date of Birth : 01/02/2003 Gender : Male

Your application will not be complete until we receive your payment. Payment does not guarantee certification. Your eligibility for certification is determined by an evaluation of your qualifications.

Certificate Application

Classroom Teacher Initial Certificate Childhood Education (Grades 1-6)	\$50.00 USD
<b>Total Amount Due</b>	<b>\$50.00 USD</b>

You may choose to pay for your application(s) with a credit card, or you may mail payment to the Office of Teaching Initiatives. If you choose to mail your payment, you will need access to a printer so that you can print out the mail-in payment coupon. Please make a selection to continue.

[Pay Online with a Credit Card](#)

[Mail in a Cashier's Check or U.S. Postal Money Order](#)

If you opt to pay by credit card, you must fill in the requested information for each field, and then click "Submit". The credit card payment is secure.

Enter Credit Card Information - Windows Internet Explorer

https://eservices.nysed.gov/teach/teachext/GetCreditCardDetails.do

Enter Credit Card Information

**Credit Card Information**

Please check your statement for accuracy to avoid delays in processing your application(s).

\*Card Type :

\*Account Number :

\*Expiration Date :

\*Amount : \$50.00 USD

\*Name on Card :

**Please note**

- Your credit card information will not be stored by the New York State Education Department and will only be used to process this transaction.
- You will be required to enter your credit card information again for future transactions.
- Please click the submit button only once to submit your credit card transaction.

Required fields are marked with an asterisk (\*)

Previous Cancel **Submit**

If you opt to mail in the payment, after clicking the original link, you will see the payment coupon below. It contains your application number, the total due, and the address you must submit it to. Print this screen and include a copy along with your payment. Click "Next" to continue on.

**Mail in a Cashier's Check or U.S. Postal Money Order**

If you choose to mail your payment, you will need access to a printer so that you can print out the mail-in payment coupon.

Application Number :	4374994	Amount Received :	\$
Last Name :	STUDENT	Amount Due :	\$50.00 USD
First Name :	CCNY	Address :	138TH STREET AND CONVENT AVENUE, NEW YORK, NEW YORK, UNITED STATES OF AMERICA, 10031
Application Date :	03/15/2007		

Your application will not be complete or evaluated until we receive your payment.  
Please mail the printed form with your cashier's check or U.S. Postal money order to the following address :

New York State Education Department  
Office of Teaching Initiatives  
P.O. Box 219  
Albany, NY 12201

Please note

Congratulations! Your application has been submitted. The following is a transaction summary. It lists the title of the certificate you applied for, and also lists the requirements for that certificate, under the requested evaluation pathway. All requirements which have been verified as met will already be checked off. Please be aware, some requirements such as teaching experience, must be manually verified and credited by an evaluator in Albany. You may print and keep this summary for your records.

**Application Transaction Summary**

Dear CCNY STUDENT

We have received your application for the following certificate(s) :

- Classroom Teacher, Initial Certificate, Childhood Education (Grades 1-6)

Before we can review your request for certificate(s) we must receive your payment.

Before we can issue a certificate you must meet all requirement for that certificate. A requirement will be checked off (✓), if our records indicate you have met it.

**Classroom Teacher, Initial Certificate, Childhood Education (Grades 1-6) :**

- Completion of a NYS Registered Program - Childhood Education (Grades 1-6)  
"Registered program" means an education program that has been approved in advance by the New York State Education Department as containing the studies required for certification as a New York State educator. You may review a list of these preapproved programs through our [Inventory of Registered Programs](#).
- Institutional Recommendation - Childhood Education (Grades 1-6)  
This refers to a written statement from a New York State institution of higher education that has an approved preparation program. Through the statement, the institution recommends a candidate for certification. Contact the certification officer at your institution for the appropriate forms and procedures.