STUDENT APPLICATION INFORMATION SHEET
NEW YORK STATE TEACHER CERTIFICATION – GRADUATE LEVEL PROGRAMS

NYSED

Please use the information provided below to assist you in completing your online application for NYS Teacher Certification.

BEFORE YOU BEGIN

Please be sure to fully consult with your graduate coordinator/advisor prior to completing the TEACH process. SUNY Cortland cannot amend or adjust certification recommendations after submittal. Be assured your program codes and all concentrations are accurate on your current student record, and that the program you select here accurately reflects your degree program. Students are responsible for having knowledge of their degree program and providing accurate information to NYSED via TEACH. It may take up to 60 days to complete the conferral process and for NYSED to process recommendations provided by the College.

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 though this process. Once you have created your login and password this step is complete.

Applicants may create a login account and apply at any time in the Office of Teaching Initiatives TEACH system. However, SUNY Cortland cannot make an institutional recommendation until the degree is conferred. The TEACH system is maintained by the New York State Department of Education. Accordingly, SUNY Cortland cannot provide technical support for the TEACH system.

If you are in a program with multiple certificates associated with it, please note that each certificate is treated as a separate application, with specific requirements associated with each certificate based on the type of certificate (Initial, Professional, etc) and the evaluation pathway (Approved Program, Individual Evaluation, Reciprocity, etc.) through which you apply. Fees are assessed by OTI for each certificate requested and may differ depending on the type and pathway chosen.

Use the following information to complete the Self-Reported education portion of the online application:

MAT ADOLESCENCE ENGLISH (MAT_AEN)

PROGRAM INFORMATION

Award Title:	Master of Arts in Teaching
Program:	25106 Adolescence Education - English (7-12)
Major:	Enter Your Corresponding Major
Institution:	SUNY Cortland (SUC Cortland)
Date Degree Received:	(Review Your Transcript)
Credits required (at least):	46
Date Attended From:	(Review Your Transcript)
Date Attended To:	(Review Your Transcript)

INITIAL CERTIFICATE ENGLISH LANGUAGE ARTS (7-12)

Area of Interest:	Classroom Teacher
Subject Area:	English
Grade Level:	Grades 7-12
Title:	English Language Arts (7-12)
Certification Type:	Initial Certificate
Program Code:	25106
NYSED Pathway:	Approved Teacher Preparation Program

PROFESSIONAL CERTIFICATE ENGLISH LANGUAGE ARTS (7-12)

NOTE: When applying for the Professional Certificate, the applicant must have 3 years paid teaching experience with one year being mentored. The applicant must have Initial certification in this area.

Area of Interest:	Classroom Teacher
Subject Area:	English
Grade Level:	Grades 7-12
Title:	English Language Arts (7-12)
Certification Type:	Professional
Program Code:	25106
NYSED Pathway:	Approved Teacher Preparation Program - Certificate Progression

ALSO REQUIRED

After your degree is conferred, request to have an official copy of your transcripts delivered to:

Office of Teaching Initiatives
New York State Education Department
89 Washington Ave., 5N EB
Albany, NY 12234

When asked if you want your application reviewed by New York State Education Department, check the YES box.