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.

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.

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

INITIAL CERTIFICATE IN CHILDHOOD EDUCATION (GRADES 1-6)

Education Information

Institution:	SUC Cortland
Award Title:	Bachelor of Science
Program:	23370 - Childhood Education (Grades 1-6)
Major:	Enter Your Major
Date Degree Received:	Refer to your transcript.
Credits required (at least):	Review your program at http://catalog.cortland.edu
Date Attended From:	Refer to your transcript.
Date Attended To:	Refer to your transcript.

Select Certificate

Area of Interest:	Classroom Teacher
Select your Subject Area:	Childhood Education
Select the Grade Level:	Childhood - Grades 1-6
Select the Title:	Childhood Education (Grades 1-6)
Type of Certificate:	Initial Certificate
Program Code:	23370
Pathway:	Approved Teacher Preparation Program

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

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.

IF YOU NEED HELP

- If you need technical support for the TEACH system, refer to the TEACH Help Documents or contact the Office of Teaching Initiatives.

- If you need help navigating the system, please contact the Office of Career Services.

- Questions regarding degree conferral and institutional recommendations may be addressed to Student Registration and Record Services**.**

- Please refer to SUNY Cortland's Certification page for additional guidance and support:
  http://www2.cortland.edu/teacher-education/teacher-certification.dot