

# SUNY NEW PALTZ CERTIFICATION APPLICATION INFORMATION SHEET

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

**FOR PROGRAM:** *Certificate of Advance Studies School Business Leadership*

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## Self-Registering on TEACH

1. Go to the NYSED Web site at [www.highered.nysed.gov/tcert](http://www.highered.nysed.gov/tcert)
2. Click the "TEACH ONLINE SERVICES" box at the far right of the screen.
3. If you have not yet created a TEACH account, continue to step 4. If you have already created an account, click "Login to TEACH" and skip to step 10.
4. Click "Self-Registration" in the box at the far right of the screen.
5. Click "Continue" at the bottom of the next three pages.
6. Click "Self-Register Now."
7. This will take you to the account registration form. Complete the form and then click "Create Account" at the bottom when you're done. Make sure to write down your username and password so you will remember it for each time you use this site.
8. Verify your information, and if correct, click the "Continue" button. Then click "OK" to confirm the accuracy of your information.
9. Click "Click Here" to continue the Login process.

## Logging in to TEACH

10. Sign in using the username and password you have just created.
11. Click on "TEACH Online Services".
12. Enter your Social Security number, (if you did not just create your account you will not get this step) and then click "Submit."
13. This will bring you to the TEACH Home page. Under the heading "Online Application," click "Apply for Certificate."
14. Click "Next."

## Completing the Application

### Step 1 – Create Applicant Profile

This is where you enter your personal information and preferences (such as opting to be included in the statewide teacher clearinghouse or having most correspondence from us transmitted via email). This is also where you enter your **self-reported education and work experience**. These are important because, TEACH allows applicants to choose a certificate and the Approved Teacher Preparation Program Pathway based upon the education reported in your Profile section. Enter your education in the following format:

Click "Edit Education Info."

This will take you to the page headed "Enter/Edit Education Information." Choose the following:

INSTITUTION:	<i>SUC New Paltz</i>
AWARD TITLE:	<i>Advanced Certificate</i>
PROGRAM:	<i>29037 School Business Leadership</i>
MAJOR:	<i>School Leadership</i>
DATE DEGREE RECEIVED:	<i>"skip"</i>
ATTENDED FROM:	<i>mm/01/yyyy (spring=01 summer=06 fall=09)</i>
ATTENDED TO:	<i>mm/01/yyyy (spring=06 summer=08 fall=01)</i>
NUMBER OF CREDITS:	<i>"skip"</i>

Click "Add."

Click "Done."

Click "Next."

## Step 2 – Select Your Certificate Title

This is where you will choose your certificate type and title. Choose from a series of five dynamically filtered dropdowns to arrive at the appropriate certificate for the program you have completed. Choose the following:

SELECT YOUR AREA OF INTEREST:	<i>Administration &amp; Pupil Personnel Services</i>
SELECT YOUR SUBJECT AREA:	<i>School Administration &amp; Supervision</i>
SELECT THE GRADE LEVEL:	<i>Pre K-12 - All Grades</i>
SELECT THE TITLE:	<i>School District Business Leader</i>
SELECT THE TYPE OF CERTIFICATION:	<i>Professional</i>

Click "Add."

As you are enrolled in an Approved Teacher Preparation Program at SUNY New Paltz, which leads to the issuance of a New York State certificate, enter the five-digit Program Code found in the PROGRAM box above in Step 1 and then click "Submit."

Click "Next."

Click "Next."

## Step 3 – Sign Affidavit

You will answer the child support and moral character questions here then sign the affidavit. If you answer "yes" to any of the moral character questions, you must enter an explanation in the text box provided. Sign the affidavit by clicking on the button "Sign Affidavit."

## Step 4 – Sign Application

You will sign the application by clicking on the button "Sign Application" and attesting that all statements and information they provided in the application are true. **Please note** that up to this point (signing the application), you may back-out of the application process – no certificate or affidavit information will be saved. After the application is signed, the application is saved and submitted.

## Step 5 – Make Payment

You will have the choice to pay your application fee online using a credit card or to print out the payment coupon and mail in a US Postal Money Order. Upon completing the payment process, TEACH will perform an automated evaluation and return a list of unmet requirements. You can print this out and use it to track the completion of unmet requirements.

Click "Pay Online with Credit Card."

Enter your credit card information (VISA or Mastercard only).

Click "Submit."

Make a copy of the receipt.

Click "Next."

Click "Done."

We hope you find these tips helpful. In the event you experience problems or have technical difficulties, technical support will be provided via email at [teachhelp@mail.nysed.gov](mailto:teachhelp@mail.nysed.gov) and by telephone at (518) 486-6041.

**Attention:** You will not be recommended for certification until you have passed the School District Business Leader Parts 1 & 2 NYSTCE testing requirements.