



HOW TO APPLY FOR CERTIFICATION ONLINE

<http://www.highered.nysed.gov/tcert/teach/>

For Students with a Valid Initial Certificate

First follow the instructions to register on TEACH and apply for the certificate that is appropriate to the program you are completing at Hunter College.

❖ **APPLYING FOR A CERTIFICATE:**

STEP 1: Verify/Update Profile

Two years of full-time paid teaching experience is required for the permanent certificate; three years are required for the professional certificate. Update your Work Experience to reflect this.

STEP 2: Select Certificate(s)

Select your Certificate Title (example)

- **Select your Area of Interest** (Classroom Teacher)
- **Select your Subject Area** (Childhood Education)
- **Select the Grade Level** (Grades 1-6)
- **Select the Title** (Childhood Education Grades 1-6)
- **Select your Certificate Type** (Professional)

You must **[Add]** each certificate you want to apply for.

Select "No, I have not completed, nor am I enrolled in, An Approved Teacher Preparation Program at a New York State College or University." **[Next]**

You will answer several questions before TEACH selects the Certificate Progression pathway for you.

STEP 3: Sign Affidavit

Answer all *questions and click on **[Sign Affidavit]**. By signing this affidavit, you are confirming that the information you have provided is true and contains no misrepresentations.

STEP 4: Confirm and Sign Application

Make sure that you have completed the correct application and click on **[Sign Application]**.

STEP 5: Make Payment

Pay with credit card or select to send in a money order.

The next page will show "**Application Transaction Summary**". Print this for your record.

Once your graduate posts, we will recommend you for the appropriate certificate according to your program. The recommendation will be sufficient in meeting the master's degree requirement. You must update your teaching experience and submit documentation for the mentored experience requirement.