Regional Certification Office
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Albany, NY 12205

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Recruitment Specialist

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518-862-4918 phone
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Go to www.highered.nysed.gov/tcert

Click on “TEACH ONLINE SERVICES”

Click on “Login to TEACH”
You are able to navigate your account from here.

Enter your User ID and Password - If you forgot Either of those, click on “Forgot your ……….” and follow the instructions

Click on “TEACH online”
Enter and confirm your e-mail address

To apply for certification, click on “Apply for Certificate”
You will be prompted to update your profile.

1 - If needed, click on the “Edit” button and make the necessary amendments.

2 – If no changes are needed, click “Next”

Add the options of the certification being sought and click “Add”
1 - If you have completed or will be completing an Approved Teacher Preparation Program in NYS that has or will be recommending you for this particular certification, enter the appropriate program code
2 – If not, Click on “No, I have not completed, nor am I...........”.

Educational Preparation for this application only

A. Have you completed, or are you enrolled in, a New York State Approved Teacher Preparation Program at a New York State College or University, which leads to the issuance of the New York State certificate for which you are applying based upon the recommendation of the college/university?
   Please enter the program code found on the Student Application Information Sheet provided to you by your college/university.

   If you believe you completed an Approved Teacher Preparation Program at a New York State College or University and do not have a Student Information Sheet, do not continue with this application. Contact your New York State College or University. Applying under another pathway will delay the processing of your application as you do not have the ability to change the pathway after the application is submitted. You must write to the Office of Teaching Initiatives to have the pathway changed.

   *Enter Program Code

   Submit

   □ No, I have not completed, nor am I enrolled in, an Approved Teacher Preparation Program at a New York State College or University for this certificate and this type.

   Previous | Next
1 – Select the appropriate pathway
2 Click “Next” (bottom of page)

You can add or remove applications from here
Click “Next”
1- Opt to assign an application to SED or a local BOCES (certain pathways and certification titles will not allow you to assign the application to a local BOCES) If you want our office to review, click on “I want my application to be reviewed by the BOCES Regional Certification Office”

2 – Choose County of Albany

3 – Choose ”Albany, Schoharie.......”

4 – Click “Next”
Answer all Moral character questions and click “Sign Affidavit”

Confirm that the information is correct and click on “Sign Application”
Application Transaction Summary

Read and click “Next”

Payments

Personal Information

- Name
- Date of Birth
- Gender

Payment by Credit Card

<table>
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<th>Select</th>
<th>Description</th>
<th>Amount Due</th>
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<td>Biology 7-12, Initial Certificate</td>
<td>$100.00</td>
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Payment by Coupon

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<tbody>
<tr>
<td>0</td>
<td>Biology 7-12, Initial Certificate</td>
<td>$100.00</td>
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Enter payment
Search Certification Requirements

Go to http://eservices.nysed.gov/teach/ceh/help/CertRequirementHelp.do

Enter the options of the certification being sought and click “Search”

You will be shown all of the available pathways and each requirement within that pathway
You can scroll down until you find the pathway that suits your situation:
Approved Teacher Preparation Program, Individual Evaluation, Individual Evaluation for Additional Classroom Teaching Certificate, Interstate Reciprocity, National Board Certification

If you don’t understand the requirement, click on it and an additional description will be shown.

Following are all possible pathways available to receive the certificate specified above. The specific requirements to satisfy each pathway are also listed.

Pathway: Approved Teacher Preparation Program

Requirements:
- Completion of a NYS Registered Program - Mathematics 7-12
- Institutional Recommendation - Mathematics 7-12
- New York State Teacher Certification Exam - Liberal Arts & Science Test (LAST)
- New York State Teacher Certification Exam - Secondary Assessment of Teaching Skills (ATSP)
- Content Specialty Test (CST) - Mathematics
- Fingerprints Clearance

Pathway: Individual Evaluation

Requirements:
- Education - Bachelor Degree
- Minimum 2.0 Undergraduate GPA
- General Core in Liberal Arts and Sciences - 30 S.H.
  - College Coursework - Artistic Expression
  - College Coursework - Communication
  - College Coursework - Information Technology
  - College Coursework - Humanities
  - College Coursework - Language other than English (including American Sign Language)
  - College Coursework - Written Analysis and Expression
  - College Coursework - Courses in Historical and Social Sciences
  - College Coursework - Scientific Processes
  - College Coursework - Mathematical Processes
  - Content Core - Mathematics - 30 S.H.
- Pedagogical Core - 21 S.H.
  - College Coursework at Student Developmental Level - Adolescent - Grades 7-12 - 6 S.H.
  - College Coursework - Human Development and Learning
  - College Coursework - Teaching Students with Disabilities & Special Health Care Needs
  - College Coursework - Teaching Literacy Skills - 3 S.H.
  - College Coursework - Teaching Literacy Skills - 3 S.H.
  - College Coursework - Curriculum, Instruction, and Assessment

- College Coursework - Mathematical Processes

  - Content Core - Biology - 30 S.H.

  - "Content Core" refers to coursework that instructs candidates in the specific subject matter of the certificate title sought (e.g., Mathematics, Biology, Spanish, etc.). It is the equivalent of a major in that subject area. Course content, rather than the name of the department through which a course is offered, determines the acceptability of a course to fulfill these requirements. Courses in the methods of teaching a subject are not acceptable as study in the content area.

  - Note: content core courses must be passed with a "C" or above at the undergraduate level or "B-" or above at the graduate level.

  - Biology

  - Acceptable studies include courses in scientific methods, cell biology, biochemistry, anatomy and physiology, comparative anatomy, genetics and evolution, biological diversity, human biology, and ecology. Courses in nutrition are acceptable only if they are in cell nutrition.

- Pedagogical Core - 21 S.H.

  - College Coursework FXCI USIVFI Y at Student Developmental Level - Adolescent - Grades 7-12 - 6 S.H.
Additional information –

• Any supporting documentation submitted in support of any evaluation MUST contain personal identifying information (i.e. applicants Date of Birth and/or the last four digits of the applicants Social Security Number)

• Any Verification of Employment
  • Any district with access to TEACH needs to verify experience with an online superintendent statement.
  • In the rare circumstance where access to TEACH has not been gained, a paper from can be submitted support of an application. It must be completed and sent directly to either State Education or a local BOCES office by the district where the experience took place. ([http://www.highered.nysed.gov/tcert/teach/experience_add_verify.html](http://www.highered.nysed.gov/tcert/teach/experience_add_verify.html))