#### Navigate to the Office of Teaching Initiatives website – <u>www.highered.nysed.gov/tcert</u> and click on the link for TEACH Online Services.



#### Click the "Self-Registration" link on the page that loads

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New York St	tate Education Department	Search OTI	Search
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â		Quick Links:	
Office of Te	eaching Initiatives	Select here	*
- Au	0		
Teaching in New York	<u>Certification</u>   <u>Resources - Educators</u>   <u>Resources - Public</u>	Teacher Show	wcase   Fingerprinting
TEACH Online	Welcome to TEACH Online Services		
Services System			Applicants or
	TEACH is an online application and database system that	enables:	New to TEACH?
List of TEACH	Applicants for Certification to apply online for certificati	ion or	
Services	fingerprint clearance, and check the status of applications		Click <u>Self-</u> Registration
Important Information	documents and test results received.		to create a TEACH
When Accessing Your	Applicants for Finderprint Clearance to apply online for	or	Account.
TEACH Account	fingerprint clearance and check status of fingerprint cleara	ance.	Already have a
TEACH Resources			TEACH Account?
	Public Schools to obtain application status updates on c	urrent or	Login to TEACH
Report Problems	prospective employees.		to access your
			information and
	New York State Colleges/Universities to submit		services
	recommendations for certification program completers onl track the certification status of students	ine and	~
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# Read the information regarding registration, and be sure you are following the instructions given. At the bottom of the page, click the "Self-Registration" link a second time.

	to create a TEACH account please review the following: - Windows Internet Explorer 📃 🖃 🔰
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New York St Office of Higher	ate Education Department Education Johanna Duncan-Poitier, Deputy Commissioner Quick Links:
Office of Te	caching Initiatives
Teaching in New York	<u>Certification   Resources - Educators   Resources - Public   Teacher Showcase   Fingerprinting</u>
TEACH Online Services System List of TEACH Services	TEACH online services Before self-registering to create a TEACH account please review the following: • If you have already self-registered DO NOT self-register again.
Important Information When Accessing Your TEACH Account	<ul> <li>If you receive an error message that your Name, or SSN, and DOB do not match please do the following:</li> <li>Login and before clicking the TEACH Online Services button, please click the "Update My Account" button. Verify that the information is correctly</li> </ul>
Report Problems Using TEACH	<ul> <li>entered. If not, correct it.</li> <li>If you have previously taken a New York State Teacher Certification Exam and have not submitted any other information to our office, please enter your name exactly as you entered it when registering for the test. (You may update your account to reflect a name change later if necessary.)</li> </ul>
Done	- If you have proviously submitted a cartification application or have ap
Before self-registering	to create a TEACH account please review the following: - Windows Internet Explorer
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Cosing IL-ACT	<ul> <li>and have not submitted any other information to our office, please enter your name exactly as you entered it when registering for the test. (You may update your account to reflect a name change later if necessary.)</li> <li>If you have previously submitted a certification application or have an issued certificate, edit your name to match the name on your previous application or issued certificate. (You may update your account to reflect a name change later if necessary.)</li> <li>If you have entered your married name, but have not previously notified the Office of Teaching Initiatives of this change, update your last name to your maiden name, so that it will match your existing record. (You may update your account to reflect a name change later.)</li> </ul>
Cosing Leaven	<ul> <li>and have not submitted any other information to our office, please enter your name exactly as you entered it when registering for the test. (You may update your account to reflect a name change later if necessary.)</li> <li>If you have previously submitted a certification application or have an issued certificate, edit your name to match the name on your previous application or issued certificate. (You may update your account to reflect a name change later if necessary.)</li> <li>If you have entered your married name, but have not previously notified the Office of Teaching Initiatives of this change, update your last name to your maiden name, so that it will match your existing record. (You may update your account to reflect a name change later.)</li> <li>When you have made these changes to your account click the "TEACH Online Services" button. After entering your Social Security Number, if you get the same message, please Report the Problem to us.</li> </ul>
About OTI   Contact Info	<ul> <li>and have not submitted any other information to our office, please enter your name exactly as you entered it when registering for the test. (You may update your account to reflect a name change later if necessary.)</li> <li>If you have previously submitted a certification application or have an issued certificate, edit your name to match the name on your previous application or issued certificate. (You may update your account to reflect a name change later if necessary.)</li> <li>If you have entered your married name, but have not previously notified the Office of Teaching Initiatives of this change, update your last name to your maiden name, so that it will match your existing record. (You may update your account to reflect a name change later.)</li> <li>When you have made these changes to your account click the "TEACH Online Services" button. After entering your Social Security Number, if you get the same message, please Report the Problem to us.</li> </ul> Applicants or Certificate Holders click Self-Registration o create a TEACH Account mation   Having Problems Using This Site?   NYSED Home   Disclaimer & Copyright Notice
About OTI   Contact Info Last Updated 01/25/200	<ul> <li>and have not submitted any other information to our office, please enter your name exactly as you entered it when registering for the test. (You may update your account to reflect a name change later if necessary.)</li> <li>If you have previously submitted a certification application or have an issued certificate, edit your name to match the name on your previous application or issued certificate. (You may update your account to reflect a name change later if necessary.)</li> <li>If you have entered your married name, but have not previously notified the Office of Teaching initiatives of this change, update your last name to your maiden name, so that it will match your existing record. (You may update your account to reflect a name change later.)</li> <li>When you have made these changes to your account click the "TEACH Online Services" button. After entering your Social Security Number, if you get the same message, please <u>Report the Problem</u> to us.</li> </ul> Applicants or Certificate Holders click Self-Registration or create a TEACH Account mation Having Problems Using This Site?   NYSED Home   Disclaimer & Copyright Notice

# The dialog box illustrated below should appear. Click yes to continue (you should click yes each time this dialog box appears throughout the process)



Fill in the requested information. Be sure to use the same name and spelling of the name as previously used when taking the NYSTCE Exams or on previous applications. Changes in the name or social security number can prevent the account from being verified.

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If you current finger print a be exactly as This is neces currently on f	tly hold teacher ce oplication, or othe it is on your most sary to insure tha file with the Office	rtification, or have r documents, the s recently printed ce t your log-on inforr of Teaching Initiati	previously submitted pelling of your First a ertificate or other sub nation is identical to y ves.	l a certification or nd Last Name must mitted document. /our records		~
* Denotes require	d field	_				
User Information			Personal Pri	ivacy Protection Law Notice		
<ul> <li>First Name</li> </ul>	CCNY		Middle Initial			
• Last Name	STUDENT					
Gender	Select One 💙		* Date Of Birth (MM/DD/YYYY)	01/02/2003		
Address						
Address Line 2						
City	State	Select One Y Po	stal Code			
Country	Select One	*				
* Email Address	STUDENT@CCNY.CU	NY.EDU	]	If you do not have your own e-mail address, please provide an e-mail address through which you can be reached.		~
Done				😜 Internet	🔍 100%	•

Choose a User ID that you will easily remember. The User ID must meet the guidelines indicated to the right of the field. Your password should also be easy to remember, and must meet the guidelines indicated directly above the password field. Be sure to fill in all questions marked with an \*.

<ul> <li></li></ul>	🥖 TEACH Online S	Services Self Registration - Windows Internet Exp	olorer		- 2 🛛
<b>Contraction Exclusive Hip Hop News, Aud</b> TEACH Online Services S X <b>Fax Number Fax Number Login Information</b> • Preferred User id TESTACCOUNT User ids must be at least 4 characters, can be up to 128, and must be unique. If your selection is not available you will be prompted to select a different one. <b>Password Reset Information</b> • Shared Secret Question • Answer • Confirm Answer 1. What was my first grade teachers last name? Please enter the security code displayed on your screen in the field provided. This is necessary to prevent unauthorized use of this Web site. If you are using a screen reading program, click listen to have the number announced. Your password must: 1) be at least eight (8) characters long, one of which must be a numeric character; 2) cancel the one of your entries such as your name or email address. • Password	🚱 🗸 🕐 h	ttps://ws04.nyenet.state.ny.us/sreg/self-reg.jsp?APP=nyapp	osedteach 🛛 🖌 🗙	domingo and krs one	<b>P</b> -
Fax Number         Login Information         • Preferred User id       TESTACCOUNT         User ids must be at least 4 characters, can be up to 128, and must be unique. If your selection is not available you will be prompted to select a different one.         Password Reset Information       • Shared Secret Question         • Shared Secret Question       • Answer       • Confirm Answer         1.       What was my first grade teachers last name?       • • • • • • • • • • • • • • • • • • •	🚖 🛠 😁 📢	Exclusive Hip Hop News, Aud 🔷 TEACH Online Services	s 5 X	👌 • 🔊 - 🖶	• 🔂 <u>P</u> age • »
Login Information         • Preferred User id       TESTACCOUNT         User ids must be at least 4 characters, can be up to 128, and must be unique. If your selection is not available you will be prompted to select a different one.         Password Reset Information       • Answer       • Confirm Answer         • Shared Secret Question       • Answer       • Confirm Answer         • What was my first grade teachers last name?       • • • • • • • • • • • • • • • • • • •	Fax Number				~
<ul> <li>Preferred User id TESTACCOUNT</li> <li>User ids must be at least 4 characters, can be up to 128, and must be unique. If your selection is not available you will be prompted to select a different one.</li> </ul> Password Reset Information <ul> <li>Shared Secret Question</li> <li>Answer</li> <li>Confirm Answer</li> </ul> 1. What was my first grade teachers last name? <ul> <li>Answer</li> <li>Confirm Answer</li> </ul> Please enter the security code displayed on your screen in the field provided. This is necessary to prevent unauthorized use of this Web site. If you are using a screen reading program, click listen to have the number announced. Your password must: <ul> <li>be at least eight (8) characters long, one of which must be a numeric character;</li> <li>contain more than two repeating characters;</li> <li>contain more than two repeating characters;</li> <li>contain the one of your entries such as your name or email address.</li> </ul>	Login Information	1			
Password Reset Information         • Shared Secret Question         • Answer       • Confirm Answer         1.       What was my first grade teachers last name?         • Enter this number in the box to the right       • • • • • • • • • • • • • • • • • • •	Preferred User id	TESTACCOUNT	User ids must be at least 4 and must be unique. If your will be prompted to select a	characters, can be up to 128, selection is not available you different one.	
<ul> <li>Shared Secret Question</li> <li>Answer</li> <li>Confirm Answer</li> <li>What was my first grade teachers last name?</li> <li>What was my first grade teachers last name?</li> <li>Please enter the security code displayed on your screen in the field provided. This is necessary to prevent unauthorized use of this Web site. If you are using a screen reading program, click listen to have the number announced.</li> <li>Your password must:         <ol> <li>be at least eight (8) characters long, one of which must be a numeric character;</li> <li>not contain more than two repeating characters;</li> <li>cannot be one of your entries such as your name or email address.</li> </ol> </li> </ul>	Password Reset I	Information			
<ul> <li>1. What was my first grade teachers last name?</li> <li>• Enter this number in the box to the right</li> <li>• Enter this number in the box to the right</li> <li>• D1722 101722</li> <li>101722 101722</li></ul>		Shared Secret Question	* Answer	<ul> <li>Confirm Answer</li> </ul>	
<ul> <li>Enter this number in the box to the right</li> <li>101722</li> <l< td=""><td>1.</td><td>What was my first grade teachers last name?</td><td>•••••</td><td>•••••</td><td></td></l<></ul>	1.	What was my first grade teachers last name?	•••••	•••••	
Your password must: 1) be at least eight (3) characters long, one of which must be a numeric character; 2) not contain more than two repeating characters; 3) cannot be one of your entries such as your name or email address. Password	• Enter this number in the box to the right	<b>101722</b> 101722	Please enter the security or in the field provided. This is unauthorized use of this W screen reading program, cl announced.	ode displayed on your screen necessary to prevent eb site. If you are using a ick <u>listen</u> to have the number	
• Password	Your password mus 1) be at least eight (8 2) not contain more t 3) cannot be one of t	nt: 3) characters long, one of which must be a numeric character; han two repeating characters; your entries such as your name or email address.	;		
	<ul> <li>Password</li> </ul>	•••••			
Confirm Password	<ul> <li>Confirm</li> <li>Password</li> </ul>		<b>`</b>		
		Create Account		•	▼

Check the confirmation screen to make sure your information has been entered correctly. Use the system's back button if you need to make any changes. Changes can also be made after the account has been created.

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Before you continue ple corrected please click o	Self Registration https://ws04.nyenet.state.ny.us/sreg/reg-check.jsp ase confirm the information webby and make the necessary corrections.	^
User Information		
First Name	CCNY	
Last Name Gender	STUDENT	
Date Of Birth (MM/DD/YYYY) Address Address Line 2 City State Postal Code Country	01/02/2003	
Email Address Telephone Number Fax Number	STUDENT@CCNY.CUNY.EDU	
Application Specific Informatio	on - TEACH Online Services	
Login Information		
Preferred Userid	TESTACCOUNT	
Shared Secret Question #1 Shared Secret Answers	What was my first grade teachers last name? (Not Shown)	
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# This screen confirms you have created an account in the system directory.

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New York State Education Department Office of Higher Education Johanna Duncan-Poitier, Deputy Commissioner	Search OTI	Search
Teaching in New York         Certification         Resources - Educators         Resources - Public	Teacher Showcase	Fingerprinting
Welcome to NYS <u>Directory</u> Services! You have now created an accour	it in the Enterprise Dir line Services.	ectory.
Office of Higher Education   New York State Education Department   Related Links	Disclaimer & Copyright No	<u>otice</u>
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You may use your newly created User ID and Password to log into the system. On your next visit, you can click Log-In from the main screen to access this page.

🖉 Login - Windows Internet Explorer		PX		
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ACCEPTABLE	USE POLICY FOR USERS OF NYeNet APPLICATIONS	^		
This application uses the Central Directory Servio use policies implemented by NYeNet Participatin	e of the NYeNet for authentication and authorization. In addition to any obligations arising under acceptable g Organizations, logging into this application indicates your agreement to abide by the following:			
<ol> <li>You shall use this application only for purposes purposes including, but not limited to, the pursuit purposes including.</li> </ol>	directly related to the conduct of official business and the application shall not be used for nonpublic of personal activities, the mass distribution of unsolicited messages ("spamming"), and the promotion of			
2. You shall be responsible for any activity attribu     3. You shall not engage in activities that may cau	as; table to the use of your account whether by you or any other person; se interference with or disruption to any network, information service, equipment or user thereof;			
<ol> <li>You shall comply with all applicable confident copy, or modify other users' files without express p</li> </ol>	iality and security requirements and shall not seek information on other users or attempt to obtain access to, ermission;			
<ol> <li>You shall not violate the rights of any person of 0. You shall not use this application for any illega 7. You must report any abuse or misuse of this application.</li> </ol>	r entity protected by copyright, trade secret, patent, or other similar laws or regulations; il purpose, including, but not limited to, the transmission of obscene or harassing materials; and olication to OFT and you, shall concertate fully in any investigation into any such abuse or misuse			
	Please Login			
L L L L L L L L L L L L L L L L L L L	Isername:			
F	Password:			
	Login			
I forgot my password				
Done	😜 Internet 🔍 100%	•		

Enter your social security number carefully. It must match the name and number already on file for you. You may receive an error message if the spelling of the name associated with this social is different from what was on file.



If all information is correct, you will be brought to the NYS Directory Services welcome page. Select the service you wish to access (TEACH Online Services)

🖉 NYSDS User Management Site - Windows In	ternet Explorer		
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Directory Services	me to the <u>NYSDS</u> CCNY		
Your Account Information			- 1
First Name	Last Name		
CCNY	STUDENT		
E-mail address	Telephone number	Fax number	
STUDENT@CCNY.CUNY.EDU			
Street	City, State Postal Code	Country	
You have access to the following applications TEACH Online Service			-
Done		😝 Internet	🔍 100% 🔻 🔐

On the "Create Profile" screen you will enter your information as it is to appear in your record. The information entered here is what will appear on your certificates. Please fill in all required info (\*) accurately and completely.

🖉 Create Profile - 🛛	Windows Internet Explorer				_ @ 🛛
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Create Profile					
The information or database. Your proinformation is how	this screen is collected once and will be u ofile needs to be created in order for you t it will appear on all correspondence and c	ised to create your o be able to apply fi ertificates.	profile in the I for certificatior	Department of Ed n.The format of yo	ucation
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Contact Information	New Tab (Ctrl+T)	^		
United States Mailing Address	O International Mailing Address	,		
*Street Address : 1381H STREET AND CONVENT AV	Address 2	]		
*Zip Code : 10031	*City :			
*City : NEW YORK	State/Province :	-		
*State/Province : NEW YORK	*Country :Select	~		
Home Phone :	*Foreign Postal Code :			
Work Phone :				
<ul> <li>Resident Status</li> <li>I am a citizen or a permanent resident of the United States</li> <li>I am NOT a citizen or a permanent resident of the United States</li> </ul>				
Waiting for https://eservices.nysed.gov/teach/teachext/CreateProfile.do	a States	100% -		

### When you have entered all required information, click "Submit" to create your account profile.

🤌 Create Profile - Windows Internet Explorer 📃 💷 🔀
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* Resident Status
I am NOT a citizen or a permanent resident of the United States
Preferences
Check this box if you would like your name, address and certificate information to be provided to a statewide clearing house for teacher recruitment.
Check this box if you would like the Office of Teaching to communicate with you via email (unless a physical document is required)
Email Address : student@ccny.cuny.edu
Please verify all information is correct before submitting. All information that you provide on this screen except Social Security Number will be considered public information. You will be able to update your contact information later once your profile is created. Required fields are marked with an asterisk (*)
Waiting for https://eservices.nysed.gov/teach/teachext/CreateProfile.do 😜 💽 Internet 🔍 100% 💌

This brings you to the TEACH homepage. It lists all the services and features one can access via the account. All applicant records and documents can be found under the "Account Information" link. To apply for a certificate, click the appropriate link.



# You are greeted by a brief summary of the application procedure; Read carefully then click "Next" to continue.

🖉 Apply for Certificate - Windows Internet Explorer	PX
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🚖 🕸 🌈 Apply for Certificate	e • »
Apply for Certificate	^
Apply for New York State certification as a classroom teacher, teaching assistant, school administrator/supervisor, and/or pupil personnel service provider.	
The steps to complete the application process are:	
1. Verify / Update Profile	
2. Select Certificate(s)	
3. Sign Affidavit	
4. Confirm and Sign Application	
5. Make Payment	
You may choose to pay for applications with a credit card or you mail your payment to the Office of Teaching Initiatives. If you choose to mail your payment, you will need access to a printer so you can print the mail-in payment coupon.	
Cancel	
Office of Higher Education   New York State Education Department   Disclaimer & Copyright Notice	~
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# The first step to applying for a certificate is updating your profile. If you need to change your name, address, phone number, or email, you can click "Edit Personal Info."

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NEW YORK STATE EDUCAT ON DEPARTMENT TEACH Home Search Certification Requirements   Logout								
Step 1 - Verify / Update Profile	Step 1 - Verify/Upd	ate Profile mation below, click the corr	responding edit butto	n. If you do not need to ma	ike any			
Step 2 - Select Certificate(s)	changes click the Next button. Personal Information							
Step 3 - Sign Affidavit	Name :	CCNY STUDENT	SSN :	012-34-5678				
Step 4 - Confirm and Sign Application	Date of Birth : Email : Home Phone :	01/02/2003 student@ccny.cuny.edu	Gender : Address :	Male 138TH STREET AND CONVEI AVENUE NEW YORK NY, 10031	NT _			
Step 5 - Make Payment	Work Phone :			Edit Person:	al Info.			
	Education Information	1			~			
Done				🕘 Internet 🛛 🔍	100% 🔹			

If your personal information is correct, scroll down and click "Edit Education History" to enter your education background information. You can also enter all teaching experience by clicking "Edit Employment info."

🧷 Verify/Update	Profile - Windows Internet Explorer		- 7
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* * 😁 👔	🏈 XXLmag.com   Hip-Hop On A 🌈 Verify/Update Pr	ofile X	🟠 🔹 🔝 🔹 🖶 🖬 🔹 🔂 Page 🗸 🂙
Application Step 5 - Make Payment	Email : student@ccny.cuny.e Home Phone : Work Phone :	du Address :	138TH STREET AND CONVENT AVENUE NEW YORK NY, 10031 Edit Personal Info.
	Education Information		Edit Education Info.
	Employment Information		Edit Employment Info.
Office of Higher Edu	ration   New York State Education Department   D	isclaimer & Convrint Notice	Previous Cancel Next
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If you have completed an approved teacher education program, make sure the first bullet is selected. You must enter information in each field. Consult the <u>TEACH information sheet</u> for the Award Title and Program Code for your program. You must choose the proper title and code, and not simply the subject area. The degree date can also be the completion date for non-degree programs. Click "Add" to create your education record.

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Enter information about your acade	emic history. The information you provide is subject to verification.	^						
Approved New York Teacher Certification Programs: Select this radio button if you completed a New York State institution that leader to a recommendation for a teaching certificate.								
O All Other Programs and Coursew	ork							
*Institution :	CUNY CITY COLLEGE							
Award Title :	MASTER OF SCIENCE IN EDUCATION							
Program :	25906 - CHILDHOOD EDUCATION							
*Major :	Childhood Education							
Date Degree Received:	06/01/2007 (mm/dd/yyyy)							
*Attended From :	09/01/2005 (mm/dd/yyyy) If you do not know the exact dates of attendance, please enter the first day of the month.							
*Attended To :	05/31/2007 (mm/dd/yyyy) If you do not know the exact dates of attendance, please enter the first day of the month.							
Number of Credits :	36							
Click Add to add this education info	ormation to your profile.	)						

Each record added to your profile is stored and listed in this section. You can add additional records, edit and update information, but you cannot delete a record once entered. When finished, click "Done".

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Clic	K Add to add this education	n informatio	n to your profil	e.				Add	
	College/University	Location	Award Title/Degree	Major	From	То	Date Degree Received	Cr. Rcv	d
$\bigcirc$	CUNY CITY COLLEGE	NY	MSED	Childhood Education	09/01/2005	05/31/2007	06/01/2007		36
To	edit your education informa	ation, select	t the button ne	xt to the entry to be	edited and	click the E	dit button.	Edit	
Req	uired fields are marked wit	h an asteris	sk (*)						
	Done								
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Done						😜 Internet		<b>a</b> 100%	•

You will now see your submitted education history. If any information is incorrect, you can click edit again to modify the information. If everything is correct, click "Next".

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	Education Information							
	College/University	Location	Degree Earned	Major	From	То	Date Degree Received	
	CUNY CITY COLLEGE	NY	MSED	Childhood Education	09/01/2005	05/31/2007	06/01/2007	
						Edit Edi	ucation Info.	
	Employment Information							
						Edit Employi	ment Info.	
					Previous	Cancel	Next	
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# On this step, you can choose the certificate(s) you wish to apply for. If you have completed an ATPP, the certificate title must be the one which your program was registered as leading to.



You must select information in each field. Each selection will bring you a different set of options for the field following, and each variation may have different requirements. Remember, titles are not synonymous. Special Education is not the same as Students with Disabilities. Pre K – 6 is not the same as 1 - 6. Permanent is not the same as Professional. Be sure you are selecting the correct certificate for your program and background. Click "Add" when done.

🖉 Select Certificate(s) - Windows Internet Explorer 🛛 🗐 🔀							
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Select your Certificate Tit	le						
Select your Area of Interest :	Classroom Teacher		*				
Select your Subject Area :	Childhood Education	~					
Select the Grade Level :	Childhood - Grades 1-6	*					
Select the Title :	Childhood Education (G	rades 1-6) 🛛 👻					
Select your Certificate Ty	pe						
Select the Type of Certificate :	Initial Certificate	~					
Please make your selections	and then click the "Ado	" button		Add			
Certificates in this Applicatio	n						
Area of Interest	Title	Certificate Type	Pathway				
Click the "Edit Path" button to	o change the pathway u	inder which you wish to	be evaluated				
Certificates and Applications	on File			<b>v</b>			
Done		😜 Int	ernet	🔍 100% 🔻 💡			

## You will be asked to choose a pathway for evaluation. You should select the button for "Approved Teacher Preparation Program", and then click "Add"

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<ul> <li>I EACH system was implemented (March, 2006). Certain requirements for which you may h credit when obtaining previous certificates may not have converted over to the TEACH system manually credited as future evaluations are completed.</li> <li>Also note professional and/or occupational experience, appropriate Master's degree coursework must all be reviewed and evaluated by Office of Teaching Initiatives most cases these will not be checked off until a complete evaluation is conducted.</li> <li>Please select the pathway you wish from those available below.</li> </ul>	ave received tem and will gree, and/or staff. In d.
O Pathway: Approved Teacher Preparation Program	
<ul> <li>Completion of a NYS Registered Program - Childhood Education (Grades 1-6)</li> <li>Institutional Recommendation - Childhood Education (Grades 1-6)</li> <li>New York State Teacher Certification Exam - Liberal Arts &amp; Science Test (LAST)</li> <li>New York State Teacher Certification Exam - Elementary Assessment of Teaching Skills (ATS-W)</li> <li>Content Specialty Test (CST) - Multi-Subject</li> <li>Fingerprint Clearance</li> </ul>	
<ul> <li>Pathway: Individual Evaluation for Additional Classroom Teaching Certificate</li> <li>Hold a Valid NYS Teaching Certificate</li> <li>College Coursework - Concepts in Historical and Social Sciences - 6 S.H.</li> <li>College Coursework - Scientific Processes - 6 S.H.</li> </ul>	
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If you receive the message below, you have either selected a certificate that is not registered as a part of your ATPP, or you did not select the correct ATPP for the desired certificate. You will have to use the "Back" button at the bottom of each screen to navigate back to the "Education History" section and edit your record.

🖉 Select Certific	ate(s) - Windows Internet	Explorer			- • ×		
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NEW YORK STATE E	educat on department aching Initiatives	TEACH Hom	e  Search Certification Reg	<u>uirements   Loqout</u>			
Step 1 - Verify / Update Profile	Please review and correc	t the following errors	on this page:		_		
Step 2 - Select Certificate(s)	Your education history does not indicate that you have completed a Teacher Preparation Program that is approved by the State of New York that leads to the certificate you are applying for. Check your profile to make sure that your education history information matches the information on your						
Step 3 - Sign Affidavit	Student Application please contact you State approved Te	n Information Sheet. It ir college/university co acher Preparation Pr	f you do not have a Stud ertification office. If you ogram that leads to the	dent Application Inform have not completed a certificate you are ap	nation Sheet, New York plying for, you		
Step 4 - Confirm and Sign Application	your application, p	lease contact the TEA	ACHHELP Technical line	at (518)486-6041.	iculties with		
Step 5 - Make Payment	Step 2 - Select Certifi	cate(s)					
	Personal Information						
	Name :	CCNY STUDENT	SSN :	012-34-5678			
	Date of Birth :	01/02/2003	Gender :	Male			
	Please select from the a	vailable pathwavs for	obtaining vour Classro	om Teacher . Initial	Certificate . 👱		
Done				😻 Internet	♥ 100% ▼		

If your information is correct, a record of the application will be added at the bottom of the screen, and you will have the option of applying for additional certificates. Review each application that is added to make sure the Title, Type, and Pathway are correct. If a record is incorrect, select the button next to it, and click "Remove" or "Edit Path." Click "Next" when done.

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	Select y	our Certificate Ti	itle			^
	Select yo	our Area of Interest :	Classroom Teacher		*	
	Select yo	our Subject Area :	Childhood Education	*		
	Select th	e Grade Level :	Childhood - Grades 1-6	*		
	Select th	e Title :	Childhood Education (G	rades 1-6) 🛛 💌		
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	Certificat	es in this Applicati	on			
	A	rea of Interest	Title	Certificate Type	Pathway	
	🔿 Cla	issroom Teacher	Childhood Education (Grades 1-6)	Initial Certificate	Pathway: Approved Teacher Preparatio Program	d on
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	Click the	"Edit Path" button	to change the pathway u	nder which you wis	h to be evaluated	*
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You must answer each question on the affidavit. You must answer honestly. This is a binding legal document; false information could make you subject to punishment under the law. A background check will reveal inconsistent information.

🖉 Sign Affidavit - Windows Internet Explorer 🛛 🔲 🖬 🔀							
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Step 1 - Verify / Update Profile	Step 3 - Sign Affidav	it			^		
Step 2 - Select Certificate(s)	Personal Information						
Step 3 - Sign	Name :	CCNY STUDENT	SSN :	012-34-5678			
Affidavit	Date of Birth :	01/02/2003	Gender :	Male			
Step 4 - Confirm	Certification Regarding Chil	d Support					
Application	Complete this section wh	ether or not you have chil	dren.		_		
Step 5 - Make	I submit the following swo	orn statement in support o	f this application.				
Payment	* Select only A or B. If yo	ou select B, you must chec	k one of the following	g statements below.			
	A. I Am Not Obliged	To Pay Child Support.					
	O B. I Am Obliged To I	Pay Child Support.					
	🔲 I Am Up To Dat	te In The Payment Of Child	d Support.				
	I Am Making Pa	ayments By Income Execut	ion.				
	Child Support I	s The Subject Of Pending	Court Proceeding.				
	I Am Receiving Public Assistance.						
	I understand that the inte defeating the lawful enfo	entional submission of fals rcement of support obligat	e written statements tions is punishable p	for the purpose of frus ursuant to Section 175	trating or .35 of the		
Done				JINTERNET	🍳 100% 🔹 🛒		

#### Click "Sign Affidavit" to submit your electronic signature indicating your agreement to the terms given.

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	Moral Character Determinatio	on			^
	Answer each question by i	ndicating "YES" or "NO".			
	You must respond to all of	questions.			
	A Have you ever been d into a settlement agre avoid investigation an	lismissed from, resigned from, ente ement, or otherwise left employmer d/or dismissal for alleged miscondu	red t to O YES ict?	O NO	
	B Are you the subject of disciplinary charge(s)	any pending investigation and/or pertaining to employment?	O YES	O NO	
	C Have you ever been for no contest, nolo contest a crime (felony or mise	ound guilty after trial, or pleaded guendere, or had adjudication withhele demeanor) in any court?	uilty, d to O YES	O NO	
	D Do you currently have against you?	e any criminal charge(s) pending	O YES	O NO	
	E Have you ever had an professional or vocation or registration) in New	application for a teaching, onal credential (i.e., license, certific y York or any other jurisdiction denie	ate O YES ed?	O NO	
	F Have you ever surren vocational credential ( or had such credentia otherwise subjected to jurisdiction?	dered a teaching, professional or (i.e., license, certificate or registrati I revoked, suspended, invalidated o o a disciplinary penalty in any	on) or OYES	O NO	
	G Are you the subject of disciplinary charge(s)	f any pending investigation and/or for professional misconduct in any	O YES	O NO	~
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Review the information you have entered for each certificate. Make sure once again that you have selected the correct area, title, and type. The application fee is also listed here. If you are applying for a certificate based on the completion of an ATPP, the fee is \$50 per certificate. After you have verified the information is correct, click "Sign Application". The application cannot be retracted after it is signed. It is now an official part of your state record.



You have 2 options for payment of your certificate. You can pay online with a valid credit card, or you can mail your payment to Albany in the form of a money order. It is recommended that applicants pay online whenever possible, as the payment is immediately credited to your application and there is no risk of the payment being lost or misapplied.

🏉 Step 5 - Make I	Payment - Windows Inter	net Explorer			- 7 🛛
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Step 2 - Select Certificate(s)	Personal Information				
Step 3 - Sign Affidavit	Name : Date of Birth :	CCNY STUDENT 01/02/2003	SSN : Gender :	012-34-5678 Male	
Step 4 - Confirm and Sign Application	Your application will no certification. Your eligi	ot be complete until we re bility for certification is de	ceive your payment termined by an eva	. Payment does not luation of your quali	guarantee fications.
Step 5 - Make	Certificate Application	١			
Payment	Classroom Teacher 1-6)	Initial Certificate Childho	od Education (Grad	des	\$50.00 USD ≣
	Total Amount Due				\$50.00 USD
	You may choose to pa of Teaching Initiatives can print out the mail- <u>Pay Online with a Credit</u> <u>Mail in a Cashier's Checl</u>	ay for your application(s) v If you choose to mail you in payment coupon. Pleas <u>Card</u> <u>k or U.S. Postal Money Order</u>	vith a credit card, or ir payment, you will e make a selection	r you may mail paym need access to a pr to continue.	ent to the Office inter so that you
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If you opt to pay by credit card, you must fill in the requested information for each field, and then click "Submit". The credit card payment is secure.

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			<ul> <li>Your credit card information will not be stored by the New York State Education Departmer will only be used to process this transaction.</li> <li>You will be required to enter your credit card information again for future transactions.</li> <li>Please click the submit button only once to submit your credit card transaction.</li> </ul>	nt and
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If you opt to mail in the payment, after clicking the original link, you will see the payment coupon below. It contains your application number, the total due, and the address you must submit it to. Print this screen and include a copy along with your payment. Click "Next" to continue on.



Congratulations! Your application has been submitted. The following is a transaction summary. It lists the title of the certificate you applied for, and also lists the requirements for that certificate, under the requested evaluation pathway. All requirements which have been verified as met will already be checked off. Please be aware, some requirements such as teaching experience, must be manually verified and credited by an evaluator in Albany. You may print and keep this summary for your records.

