

**Updated August 2018**  
**INSTRUCTIONS FOR APPLICATION, AND RECOMMENDATION OF:**  
**NEW YORK STATE CERTIFICATION FOR TEACHERS,**  
**SCHOOL COUNSELORS, AND SCHOOL ADMINISTRATORS:**  
**INITIAL and PROFESSIONAL,**  
**PROVISIONAL and PERMANENT**

- Page 1:** Requirements you must complete or obtain prior to applying on TEACH for certification
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- Page 5:** Checklist of items required to be recommended for program completion by the Warner School.

**Requirements to be recommended for program completion:**

1. Establish an account with the TEACH system
2. Complete the required workshops and verify that each has been recorded in your TEACH account
3. Grades for all course work are submitted
4. Successful completion of your thesis or capstone project, as applicable to your program.
5. Successful completion, including evidence provided, of satisfaction of all program pre-requisites
6. Successful completion of NYS certification exams, as applicable to your program
7. Degree conferral by the Board of Trustees has been confirmed (this happens on the official graduation date)
8. Submit form asking for recommendation for program completion: Warner School Recommendation Form

For additional information, contact Pamela Kaptein, Certification Officer, at 585.276.5405 or [certification@warner.rochester.edu](mailto:certification@warner.rochester.edu).

## REQUIREMENTS YOU MUST COMPLETE PRIOR TO APPLYING ONLINE FOR CERTIFICATION

- 1. **Fingerprint-Supported Background Check:** TEACH will indicate your completion of this requirement. **(Students applying for professional or permanent certification have fulfilled this requirement previously.)**

□ 2. **For teacher certification:**

- Passing scores on the required NYS Teacher Certification Exams (including the edTPA)
- Completion of three workshops — Child Abuse Prevention, SAVE, and DASA

**For school counseling certification:**

- Completion of three workshops — Child Abuse Prevention, SAVE, and DASA

**For SBL and/or SDL certification:**

- Passing scores on the NYS Certification Exams (including SBL1, SBL2, SDL1, SL2, and EAS)
- Completion of DASA workshops

□ 3. **Completion of NYS Registered Program**

Note: You will need the University's registered program code. The program code(s) needed for TEACH can be found on the web here:

<https://www.warner.rochester.edu/files/certification/NYSTEACHProgramCodes.pdf>

□ 4. **Institutional recommendation for program completion**

For a complete list of certification requirements, consult the NYS certification requirements here: <http://eservices.nysed.gov/teach/certhelp/CertRequirementHelp.do> .

# Instructions for Using TEACH Online Services to Apply for Certification in Teaching, School Counseling, and Administration

## CREATE USER LOGIN AND PASSWORD

In order to apply online, you must enter TEACH online services via the New York State Office of Teaching Initiatives Website at <http://www.highered.nysed.gov/tcert/teach/> and create a TEACH login and password at the New York State Directory Services. Instructions are provided as you proceed.

## COMPLETING THE APPLICATION

### Step 1—Verify/Update Applicant Profile

At this point you must enter your personal information, contact information and resident status. This is also the point at which you enter your self-reported education and work experience.

Enter your education information in the following format:

- a. Institution: Drop down list of New York State Higher education institutions with teacher preparation programs. Choose University of Rochester.
- b. Award Title: Drop down list of awards associated with the University of Rochester. The award title is the degree you have completed, i.e., Master of Science or Master of Arts in Teaching. If you have completed a certification program in a particular subject area, the award title is Advanced Certificate.
- c. Program: Drop down list of programs available at the chosen institution and with the chosen award title.
- d. Major: This is a generic list of common majors used for *internal purposes only*.
- e. Date Degree Received: Enter the date that your degree will be conferred.
- f. Attended From: Enter the date you began your education at the University of Rochester. Consult your UR transcript, available from the UR Office of the Registrar in Lattimore Hall. If you do not have this information available, enter the first day of the month.
- g. Attended To: Enter the date that you completed your degree. If you do not have this information available, enter the first day of the month.

- h. Number of Credits: Enter the number of credits earned. (Consult your UR transcript, available from the UR Office of the Registrar in Lattimore Hall.)

## **Step 2—Select Certificate(s)**

This is the point at which you choose your certificate type and title. You must choose from a series of five dynamically filtered dropdowns to arrive at the appropriate certificate for the program you completed.

- Select your Area of Interest:
  - Students applying for teacher certification in teaching a language (Chinese, French, German, Italian, Latin or Spanish) should select *Classroom Teachers – Foreign Languages*.
  - All other students applying for teacher certification should select *Classroom Teachers*.
  - Students applying for certification in School Counseling or Administration should select *Administrative and Pupil Personnel Services*.
- Select your Subject Area: Students who complete programs in reading must select *Literacy*. Students who complete degrees with inclusion must select *Students with Disabilities* when applying for certification in inclusion.
- Select the Grade Level: Students applying for certification in Biology, Chemistry, Earth Science, Physics, Math, English, and Social Studies will have a choice of either *Middle Childhood (grades 5-9)* or *Adolescence (grades 7-12)*; students who have completed certifications at BOTH levels (that is, grades 5-12, which breaks down into the two levels of *grades 5-9* and *grades 7-12*) must apply for two certificates. Students applying for Initial Certification in Childhood Education may select only *Childhood – Grades 1-6* (not K-6).
- Select the Title: Students applying for initial certification in *English, Adolescence—Grades 7-12* must select *English Language Arts 7-12* (not English 7-12).
- Select the Type of Certificate: Please select from the following only: *Initial* (for new teachers, and for School Building Leaders); *Professional* (for teachers after completing three years of full-time experience teaching school, and for School District Leaders); *Provisional* (for new School Counselors); *Permanent* (for School Counselors after completing two full-time years of counseling experience in a school).

After you have selected your certificate title and type, the next page will be about your educational preparation. Enter the University of Rochester program code in the box and select submit. The program code(s) needed for TEACH can be found on the web here:

<https://www.warner.rochester.edu/files/certification/NYSTEACHProgramCodes.pdf>

Once you have entered the correct program code you will be returned to a table with the following information:

- Institution: University of Rochester
- Award Title: the award associated with the program you completed
- Program Title: the name of the program you completed
- TEACH Title: the certificate for which you have applied

You may apply for more than one certificate in the same session.

### **Step 3—Sign Affidavit**

Please answer the child support and moral character questions and 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. You can sign the affidavit by clicking on the button “Sign Affidavit.”

### **Step 4—Confirm and Sign Application**

Please sign the application by clicking on the button “Sign Application,” which attests that all statements and information you provided in the application are true. **Please note that up to this point (i.e., signing the application), you may back out of the application process—no certificate of affidavit information will be saved. However, after the application is signed, the application is saved and submitted.**

### **Step 5—Make Payment**

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

### **Step 6—Submit Required Materials**

Use the checklist on the next page to verify that all of the necessary requirements have been completed. The Warner School cannot recommend you to New York State for certification until all requirements are met, including degree conferral.

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## **CHECKLIST OF ITEMS REQUIRED TO BE RECOMMENDED FOR PROGRAM COMPLETION**

Use the checklist below to be sure that the appropriate documentation is either recorded in your TEACH account or the requirement has been completed with the Warner School.

1. Grades for all course work are submitted
2. Completion of your thesis or capstone project, as applicable to your program
3. Completion of the Dignity for All Students Act (DASA) Training.  
**Required for all applicants.**
4. Completion of a workshop on recognizing the signs of child abuse.  
**Required for initial and provisional certification only.**  
**Not required for either SBL or SDL certification.**
5. A certificate indicating completion of a workshop on school violence prevention and intervention.  
**Required for initial and provisional certification only.**  
**Not required for either SBL or SDL certification.**
6. Successful completion, including evidence provided, of satisfaction of all program pre-requisites.  
**Required for initial teacher certification only.**
7. Passing scores on the NYS Certification Exams  
**For SDL certification only**
8. Degree conferral by the Board of Trustees has been confirmed (this happens on the official graduation date)  
**Required for all applicants.**

After verifying that **all** of the checklist items have been fulfilled, complete the Warner School Recommendation Form . Allow up to five business days from submission of the form for recommendation to appear on your TEACH account.

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