

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

### **BEFORE YOU BEGIN**

Please be sure to fully consult with your graduate coordinator/advisor prior to completing the TEACH process. SUNY Cortland cannot amend or adjust certification recommendations after submittal. Be assured your program codes and all concentrations are accurate on your current student record, and that the program you select here accurately reflects your degree program. Students are responsible for having knowledge of their degree program and providing accurate information to NYSED via TEACH. It may take up to 60 days to complete the conferral process and for NYSED to process recommendations provided by the College.

### **CREATE USER LOGIN AND PASSWORD**

In order to apply online, you will enter TEACH online services via the Office of Teaching Initiatives Web site at [www.highered.nysed.gov/tcert](http://www.highered.nysed.gov/tcert) and create a TEACH login and password at the New York State Directory Services site. Instructions are provided as you go through this process. Once you have created your login and password this step is complete.

Applicants may create a login account and apply at any time in the Office of Teaching Initiatives TEACH system. However, SUNY Cortland cannot make an institutional recommendation until the degree is conferred. The TEACH system is maintained by the New York State Department of Education. Accordingly, SUNY Cortland cannot provide technical support for the TEACH system.

If you are in a program with multiple certificates associated with it, please note that each certificate is treated as a separate application, with specific requirements associated with each certificate based on the type of certificate (Initial, Professional, etc) and the evaluation pathway through which you apply. Fees are assessed by OTI for each certificate requested and may differ depending on the type and pathway chosen.

There are several "Approved Teacher Preparation Program Pathways" to choose from. If this is your very first teaching certificate application, then choose: "Pathway: Approved Teacher Preparation Program". If you already have an Initial teaching certificate, please choose: "Pathway: Approved Teacher Prep Program – Additional Certificate". If you already have an Initial teaching certificate in this title and are applying for your Professional certificate in the same title, please choose: "Pathway: Approved Teacher Prep Program – Certificate Progression".

Use the information below to complete your online application.

### **MSED LITERACY Birth to Grade 6 (MSED\_LED\_B-6)**

Important: While this data is not specific to any student, program codes are strictly for SUNY Cortland programs. You should only use this document if you are assured the values you have selected are accurate.

### **PROGRAM INFORMATION**

Award Title:	Master of Science in Education
Program:	25102 Literacy (B-Grade 6)
Major:	Enter Your Corresponding Major
Institution:	SUNY Cortland (SUC Cortland)
Date Degree Received:	(Review Your Transcript)
Credits required (at least):	33
Date Attended From:	(Review Your Transcript)
Date Attended To:	(Review Your Transcript)

## **PROFESSIONAL CERTIFICATE LITERACY BIRTH TO GRADE 6**

Notice When ready to apply for a professional certification, you must have: 3 years paid teaching experience in childhood education 1-6 and 1-year mentored experience.

Area of Interest:	Classroom Teacher
Subject Area:	Literacy
Grade Level:	Birth to Grade 6
Title	Literacy Birth to Grade 6
Certification Type:	Professional
Program Code	25102
NYSSED Pathway:	Approved Teacher Preparation Program Certificate Progression *

## **ALSO REQUIRED**

After your degree is conferred, request to have an official copy of your transcripts delivered to:

Office of Teaching Initiatives  
New York State Education Department  
89 Washington Ave., 5N EB  
Albany, NY 12234

When asked if you want your application reviewed by New York State Education Department, check the YES box.

## **INVENTORY OF REGISTERED PROGRAMS**

For your reference, the New York State Inventory of Registered Programs listing is available online via the NYSED site. You should retain this information for your records.

## **IF YOU NEED HELP**

If you need technical support for the TEACH system, refer to the TEACH Help Documents or contact the Office of Teaching Initiatives. If you need help navigating the system, please contact the Office of Career Services. Questions regarding degree conferral and institutional recommendations may be addressed to the Registrar's Office. Learn more about Teacher Certification at SUNY Cortland, and who to call for assistance and guidance.