



Applying for Initial / Professional Literacy Certification on TEACH

Go to www.highered.nysed.gov/tcert/teach

Log on to TEACH with your username and password

Click on “TEACH Online Services”

Click on “Apply for Certificate”

Update profile to include teaching experience (if applicable)

Make selections from drop boxes to select certificate title (see below)

Answer yes to question re: approved teacher prep program and enter program code (see below)

Edit pathway to: Approved Teacher Preparation Program – Additional Certificate

Answer “moral character” questions and electronically sign affidavit

Submit payment for application (\$50 online using a credit card)

| <u>PROGRAM CODES</u> | | |
|--|-----------------------------------|-----------------------------------|
| | Master of Science in Education | Master of Professional Studies |
| Literacy Grades 5 - 12 | | 25226 |
| Literacy Birth – 6 & 5 – 12 Combined Program | 25225 | |
| Literacy Birth - 6 | 25225 | |

* If you have completed a combined program, you will be submitting two separate applications, 1 for Literacy Birth – 6 and 1 for Literacy 5 – 12.

Make the following selections from the drop boxes for Literacy Birth – 6:

Area of Interest: Classroom Teacher

Subject Area: Literacy

Grade Level: Birth – Grade 6

Title: Literacy (Birth – 6)

Type of Certificate: Initial Certificate (Professional if you have 3 years teaching experience)

Make the following selections from the drop boxes for Literacy 5 – 12:

Area of Interest: Classroom Teacher Extensions

Subject Area: Literacy

Grade Level: Grades 5 - 12

Title: Literacy (5 – 12)

Type of Certificate: Initial Certificate (Professional if you have 3 years teaching experience)

Be sure to send the **Release Authorization** form to the Teacher Certification Office in Chase Hall, Room 222. To access the release form and for information regarding certification requirements, go to:

<http://teachercertification.buffalostate.edu/>