



## Applying for Initial / Professional Literacy Certification on TEACH

Go to [www.highered.nysed.gov/tcert/teach](http://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”

Make selections from the drop boxes to select certificate title:

Area of Interest: Classroom Teacher

Subject Area: Literacy

Grade Level: All Grades

Title: Literacy (All Grades)

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

Answer yes to question re: approved teacher prep program and enter program code (**25225**)

If the college recommendation for this title has already been posted to your TEACH account, you will not need to enter the program code. TEACH will automatically select the pathway for this application.

Answer “moral character” questions and electronically sign affidavit

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

Before applying on TEACH, submit the Online Release Authorization Form. You'll find the Release Authorization form on our website, under Quick Links.