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)

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.

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)

PROGRAM CODES

Literacy Birth – 6 & 5 – 12 Combined Program	Master of Science in Education	**43071**
Literacy Birth – 6	Master of Science in Education	**43071**

* 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
    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)

Although you have received a college recommendation for Initial/Professional Literacy B-6 and 5-12, you may wish to be issued the new combined Literacy All Grades certificate. If so, you will not use a program code to submit your application. You will answer **"no"** to the question regarding an approved teacher preparation program and leave the program code box blank. The appropriate pathway should be **"Additional Classroom Teaching Certificate".**

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