

## Teach Registration:

1. Log in or Create an Account (First time users ONLY)

<http://www.highered.nysed.gov/tcert/teach/>

The screenshot shows the NYSED.gov website with the 'Office of Teaching Initiatives' header. A search bar is present in the top right. Below the header is a navigation menu with links for 'Educator Resources', 'Certification', 'Fingerprinting', 'TEACH System', 'Topics A-Z', and 'Certificate Holder Lookup'. The main content area is titled 'TEACH System' and includes a breadcrumb trail: 'NYSED / Higher Ed / OTI / TEACH System'. On the left, there is a sidebar with links: 'List of TEACH Services', 'Frequently Asked Questions about Your TEACH Account', 'TEACH Resources', and 'Report Problems Using TEACH'. A blue arrow points from a text box on the left to the 'Report Problems Using TEACH' link. The main content area features 'TEACH Online Services' with a note that TEACH is compatible with Google Chrome and Internet Explorer 11. There are three main buttons: 'Log in to TEACH' (in a red box), 'Forgot your Username or Password? Click Here' (in a blue box), and 'OR'. Below this, there are three columns of options: 'Create a NY.gov TEACH account' (with the subtext 'If you do not have a NY.gov TEACH account, create one here'), 'Add TEACH to a NY.gov account' (with the subtext 'If you have a NY.gov account with another State Agency, click here'), and 'Employer, Administrator & College Access' (with the subtext 'Public School Districts, Private School Administrators, and New York College/University access to Ny.gov TEACH'). At the bottom, there is a 'TEACH Help Links' section.

For Help with your account, click here and follow the directions. Only NYSED can resolve Username and Password issues, including helping you with multiple accounts issues.



2. After logging in, you can access your TEACH account by clicking on this icon...

The screenshot shows the 'My NY.gov Online Services' dashboard. At the top, it says 'Welcome Danielle, You are logged in as - dmbartolo' and 'Last login - Fri Jan 27 08:51'. There is a 'Log out' button. Below this, there are two main sections: 'You have access to the following services' and 'You can sign up for the following services'. The 'You have access to the following services' section contains a single icon for 'TEACH online TEACH Online Services', which is highlighted by a red arrow. The 'You can sign up for the following services' section contains several icons for other services: 'SLMS Statewide Learning Management System', 'Labor Online Department of Labor Online Services', 'MyDMV Motor Vehicles Online Services', 'NYS License Center NYS License Center', 'NY State of Health The Official Health Plan Marketplace', 'BPS Application EPS', 'VSP Office of Victim Services', and 'Health Applications'.

3. Click on “View Registration Status” to begin the process.

The screenshot shows the TEACH Home dashboard with a green header. Below the header are several sections of links:

- Profile Links**
  - Update/Add Education, Employment and Personal Information
- Inquiry Links**
  - Account Information
  - View Registration Status** (circled in yellow)
- Online Application**
  - Apply for Certificate
  - I would like a printed certificate
  - Apply for a Time Extension
- Payment Links**
  - Pay for Certificate Application
- Retiree Links**
  - Apply for a Retirement Waiver

4. This is the registration screen which will be followed by a series of questions to answer once you choose, “Yes, I would like to Register”

## Classroom Teacher/School Leader and Level III Teaching Assistant Registration

The Board of Regents, at its March 2016 meeting adopted a new Subpart 80-6 of the Regulations of the Commissioner of Education to implement Chapter 56 of the Laws of 2015 relating to the registration process for any holder of a certificate that is valid for life (Permanent and Professional classroom teachers/school leaders and Level III Teaching Assistant) and the establishment of continuing teacher and leader education (CTLE) requirements for Professional and classroom teachers/school leaders and Level III Teaching Assistant Certificate Holders

Beginning on July 1, 2016 if you hold a permanent or professional certificate in the classroom teaching service or educational leadership service (i.e., school building leader, school district leader, school district business leader) or a Level III teaching assistant certificate prior to July 1, 2016, you shall either

1. become registered during the 2016-2017 school year during your month of birth, if you are practicing 90 days or more in a New York State School. "Practicing" means employed 90 days or more during a school year by a single school in New York. A single day of employment shall include a day actually worked in whole or in part, or a day not actually worked but a day paid. As part of this registration process you will be required to respond to a short series of questions related to your "moral character;" and one question related to any obligation to pay child support. Education §3006 also provides the Commissioner with broad authority over the certification and registration of teachers, educational leaders and teaching assistants in this State. Consistent with the Department's statutory authority and to ensure the safety of the children of New York State, moral character questions are a necessary part of the registration process. Pursuant to New York State General Obligations Law §3-503, upon registration, certificate holders will also be asked questions related to their child support obligations. NYS General Obligations Law §3-503 gives authority to ask applicants for licenses specific questions related to obligations to pay child support. The law defines "license" to mean "any certificate, license, permit or grant of permission required by the laws of this state . . . and shall also include any registration required by law or agency regulation..." Please be advised that no matter what your response is to the questions referenced above, your certification and registration will remain intact. Only in circumstances where an individual has been convicted of a crime, or has committed an act which raises a reasonable question as to the individual's moral character, will there be a referral to the Office of School Personnel Review and Accountability (OSPRA).  
OR
2. become inactive during the 2016-2017 school year during your month of birth if you are NOT practicing in a New York State Public School or BOCES

The screenshot shows a registration selection screen with a green header that says "Make a Selection". Below the header are two radio button options:

- Yes, I would like to register (circled in yellow)
- No, I would like to become inactive

A blue "Submit" button is located at the bottom right of the form.

- After registration is complete, you will be prompted to update your personal information. Follow the link to ensure that your name, address, employment information, education, and certification information is accurate.

**It is important to update your last name to match your legal name at this time.**

Thank you for completing the registration process! Your registration status is REGISTERED  
 This status will be displayed on the profile section of TEACH with the expiration date of your registration period.

If you hold a Professional or Teaching Assistant Level III certificate and are practicing in a New York State public school or BOCES, you are required to complete 100 hours of Continuing Teacher and Leader Education from an approved sponsor for every 5 year registration period. More information regarding this requirement can be found at: [Teach Registration Information](#)

This status will be displayed on the profile section of TEACH with the expiration date of your registration period.

**Notification of name and/or address change**

Any change of name or address must be updated in TEACH within thirty days of any such change. If you fail to inform the Department of your new address or name, you may be subject to a moral character review. For more information regarding name changes in the TEACH system go to : [TEACH Name Change Information](#)

[Click here to continue](#)

- Upon completion of your registration, return to the screen in step 3, click on “View Registration Status” and screen shot or take a photo of the image below which includes, your name, current registration status, current registration period, and certificate information. **You will need to forward this screen shot/photo to your PDSG rep.**

**Registration Status**

Your Current Registration Status is: REGISTERED - Your Current Registration Period is : 12/13/2016 - 01/31/2022

To change your registration status click here

Certificate Title	Type	Status	Effective Date	Expiration Date	5 Months Notification Sent	3 Months Notification Sent	1 Month Notification Sent
Social Studies 7-12	Permanent Certificate	Issued	02/01/2006				
School District Administrator	Permanent Certificate	Issued	09/01/2007				

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