



ROBERTS

WESLEYAN UNIVERSITY

How to Apply for New York State Certification

Please use the information provided below to assist you in completing your online application for NYS Teacher Certification. These are general guidelines; if you are completing a Roberts program, upon completion you will receive a student information sheet with specific instructions for your major.

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/teach.

1: Create your Applicant Profile if you have not done so already. Enter your personal information and preferences. If you have already created a profile, the system may require that you edit something in order to proceed. Entering information is optional, but you may need to click on "Update" at the bottom of the page several times before the system allows you to proceed.

2: Select your certificate title and type. The TEACH system will ask you to select the following:

Area of Interest: (e.g. Classroom Teacher)

Subject Area: (e.g. Biology)

Grade Level: (e.g. Grades 7-12)

Title: (e.g. Biology 7-12)

Type of Certificate (e.g. Initial)

3. After you have selected your title, the TEACH system should automatically put you in the correct pathway. If the system asks for a code, and you are applying for a certificate you were recommended for through an approved program leading to certification, enter the correct program code. If you are an Roberts alum, see the program codes listed on the [New York State Teacher Certification webpage](#). If you are applying through a different pathway (e.g. "Certificate Progression" or "Additional Classroom Teaching Certificate"), and the system asks for a code, click the box that says "No." You will be directed to additional pathway choices.

4. Continue through the application, answering all required questions. When prompted, choose that you would like your application to be reviewed by the State (not BOCES). Sign the affidavit and application, and then make your payment. *Note:* If you are applying for certification through the "Additional Classroom Teaching Certificate" or "Individual Evaluation" pathways, you must send all of your transcripts to NYSED for evaluation.

More information about applying for a certificate is found here: [Applying for a Certificate:OTI:NYSED](#).