

TEACH Registration Procedure

Step 1: If you don't have a TEACH account yet, set up your TEACH account, if you have a TEACH account, please skip to **Step 2**.

Before utilizing the TEACH system, you must create an account.

- 1) Go to <http://www.highered.nysed.gov/tcert/>
- 2) Click the “TEACH Online Services” button
- 3) Follow the steps to create an account
- 4) Keep track of your user ID and password



Step 2: Go to <http://www.highered.nysed.gov/tcert/> Click on

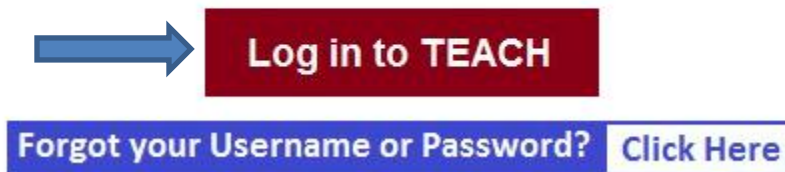


Step 3: Click “Log in to TEACH”

Apply for certification, register your certificate, check the status of your application and more.

TEACH Online Services

TEACH is compatible with Google Chrome and Internet Explorer 11.



Step 4: Enter your username and password (if you've forgotten either, choose a recovery method and then be sure to save your information someplace safe).



Step 5: Click “TEACH online” box



Step 6: Select “Yes, I would like to register”

Your Current Registration Status is: NOT REGISTERED

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

Make a Selection

Yes, I would like to register

No, I would like to become inactive

Submit



Step 7: Answer the questions and click next

Answer the following Moral Character Questions

1. Have you ever been dismissed from, resigned from, entered into a settlement agreement, or otherwise left employment to avoid investigation and/or dismissal for alleged misconduct?
 NO YES - Enter Explanation
2. Are you the subject of any pending investigation and/or disciplinary charge(s) pertaining to employment?
 NO YES - Enter Explanation
3. Have you ever been found guilty after trial, or pleaded guilty, no contest, nolo contendere, or had adjudication withheld to a crime (felony or misdemeanor) in any court?
 NO YES - Enter Explanation
4. Do you currently have any criminal charge(s) pending against you?
 NO YES - Enter Explanation
5. Have you ever had an application for a teaching, professional or vocational credential (i.e., license, certificate or registration) in New York or any other jurisdiction denied?
 NO YES - Enter Explanation
6. Have you ever surrendered a teaching, professional or vocational credential (i.e., license, certificate or registration) or had such credential revoked, suspended, invalidated or otherwise subjected to a disciplinary penalty in any jurisdiction?
 NO YES - Enter Explanation
7. Are you the subject of any pending investigation and/or disciplinary charge(s) for professional misconduct in any jurisdiction?
 NO YES - Enter Explanation

Back



Next

Step 8: Answer the questions and click next

Answer the following Child Support Questions (Enter an explanation if necessary)

*B. I Am Obligated To Pay Child Support.

NO YES

By signing this affidavit, I confirm that all the information I provided is true and contains no misrepresentation or falsehoods

*Signed under penalty of perjury

Back Submit

Step 9: Make a choice to answer or not answer and click submit

(Voluntary) Please answer the following physical attributes questions:

Select your ethnicity

Select your Gender you identify as

Back Submit

Step 10: You will receive this information when you are successfully registered

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](#)

Step 11: To verify your status, logout and log back into TEACH. Your current registration status under “Account Information” should show as REGISTERED

The screenshot displays the TEACH Home interface with several sections:

- TEACH Home** (green header)
- Profile Links**
 - Update/Add Education, Employment and Personal Information
- Inquiry Links**
 - Account Information (highlighted with a blue arrow pointing left)
 - View Registration Status
- Online Application**
 - Apply for Certificate
 - I would like a printed certificate
 - Apply for a Time Extension
- Professional Development**
 - Maintain Your Professional Development Record
- Payment Links**
 - Pay for Certificate Application
- Retiree Links**
 - Apply for a Retirement Waiver

A text box on the right side of the Inquiry Links section contains the following text:

You might choose to take this time to view all the information on file for you under the Account Information section and add information, if desired. Click on each section to the left and click “GO” to view what is currently in your TEACH account.

At the bottom of the page, a green bar labeled **Registration Information** contains two blue arrows pointing down to the following text:

Current registration status is: REGISTERED The current registration period is: 09/28/2016 - 08/31/2022