
**INSTRUCTIONS FOR UNIVERSITY OF ROCHESTER TEACH ONLINE
APPLICATION AND RECOMMENDATION OF
NEW YORK STATE CERTIFICATION:
INITIAL and PROFESSIONAL,
PROVISIONAL and PERMANENT**

Attachments:

- Page 1: Requirements you must complete or fulfill prior to applying on TEACH for certification
- Pages 2 and 3: Materials you must submit to Warner School's Certification Officer
- Page 4: Effective dates of certification: February 1 or September 1
- Pages 5 - 8: Instructions for Using TEACH Online Services to apply for certification in Teaching, School Counseling, and Administration

IMPORTANT:

Students graduating and completing certification programs in May and March should follow the attached instructions for certification application on TEACH, and then submit required materials (see pages 2-3) to the Warner School's Certification Officer after all degree certification requirements are complete and "passes" have been awarded for the thesis/portfolio.

Students "walking" in the May Diploma Ceremony and/or completing degree and certification programs during the Summer Sessions should follow the attached instructions for certification application on TEACH, and then submit required materials (see pages 2-3) to the Warner School's Certification Officer on the final day of a student's final summer course. The Warner School will recommend you for certification at that time, trusting that theses/portfolios will be submitted by stated deadlines.

For additional information, please contact Brenda Grosswirth, Certification Officer, at 585.275.1009 or bgrosswirth@warner.rochester.edu.

**REQUIREMENTS YOU MUST COMPLETE OR OBTAIN
PRIOR TO APPLYING ONLINE FOR CERTIFICATION**
(Please contact Brenda Grosswirth at 585.275.1009 for additional information.)

- 1. Fingerprint-Supported Background Check. This requirement should be completed at the beginning of your program.** Please consult the **CERTIFICATION MEMO**. The **MEMO** is available in the Office of Student Services, at the Warner reception window, and on the Warner website.
(Students applying for professional or permanent certification have fulfilled this requirement previously.)

 - 2. New York State Teacher Certification Examinations (for teaching certification only) and the Leadership Assessments (for S.B.L. and S.D.L. certification only).** Please consult the **CERTIFICATION MEMO**. The **MEMO** is available in the Office of Student Services, at the Warner reception window, and on the Warner website.
(Students applying for professional or permanent certification have fulfilled this requirement previously.)

 - 3. Your exact PROGRAM code for each certification for which you are applying.**
Students must contact Brenda Grosswirth (585.275.1009 or bgrosswirth@warner.rochester.edu), so that she can give you the correct program code for your application. Exceptions are as follows:

The program code for provisional certification in School Counseling is 10647. The program code for permanent certification in School Counseling is 10648. The program code for initial certification in School Building Leadership (SBL) is 28986. The program code for professional certification in School District Leadership (SDL) is 28988.
-

Effective February 1, 2010, paper certificates are no longer printed by the New York State Department of Education for time-limited certificates such as Initial and Provisional. TEACH should be used by both applicants and employers to verify certification status.

MATERIALS YOU MUST SUBMIT TO WARNER SCHOOL'S CERTIFICATION OFFICER

Please use the checklist below. Place all materials in a large envelope, and submit or mail the envelope to Brenda Grosswirth, Certification Officer, Warner School, Box 270425, University of Rochester, Rochester, NY 14627.

- 1.** The completed Information Form, which is the following page (page 3) of this document.
Required for all applicants.

 - 2.** A certificate indicating completion of a workshop on recognizing the signs of child abuse.
Required for initial and provisional certification only.
Not required for either SBL or SDL certification.

 - 3.** A certificate indicating completion of a workshop on school violence prevention and intervention.
Required for initial and provisional certification only.
Not required for either SBL or SDL certification.

 - 4.** Proof that you have completed **either** two semesters of college-level study in **one** foreign language **or** two semesters of college-level study in American Sign Language. (Proof can be provided by official transcripts or by official results of a language proficiency exam. If you previously submitted this information to Brenda Grosswirth, you are not required to submit it again.)
Required for initial teacher certification only.
-

Effective February 1, 2010, paper certificates are no longer printed by the New York State Department of Education for time-limited certificates such as Initial and Provisional. TEACH should be used by both applicants and employers to verify certification status.

INFORMATION FORM

Name: _____
(last) (first) (middle)

Social Security #: _____ Date of Birth: _____

Local address: _____
(street) (city) (state) (zip code)

Telephone numbers: _____
(day, with area code) (evening, with area code)

Permanent address: _____
(street) (city) (state) (zip code)

E-mail address: _____

Certificate(s) requested:

Initial _____ Subject area: _____

Provisional _____ Subject area: _____

Professional _____ Subject area: _____

Permanent _____ Subject area: _____

For Professional and Permanent Certification, and for the SBL and SDL Certification:

Please indicate the names of the schools and school districts where you have served full-time. Also, please indicate the subjects and grade levels, and the specific academic years, you have taught.

Effective February 1, 2010, paper certificates are no longer printed by the New York State Department of Education for time-limited certificates such as Initial and Provisional. TEACH should be used by both applicants and employers to verify certification status.

EFFECTIVE DATES OF CERTIFICATIONS: FEBRUARY 1 or SEPTEMBER 1

Under New York State Department of Education regulations, certifications must be assigned either a February 1 effective date or a September 1 effective date.

Effective dates are based on the following:

1. The date on which the final requirement of the program was met (with the exception of the fingerprint clearance).
2. The date on which the applicant applies and pays for the certificate.

After an applicant meets the requirements above, the certification is issued with an effective date of either February 1 or September 1—depending on the date that next occurs chronologically. For example, a person who satisfies the requirements for certification on October 1, 2011 would be granted certification with an effective date of February 1, 2012.

HOWEVER, after an individual has met all requirements and certification is issued, that individual is qualified to work in a New York State public school REGARDLESS OF THE EFFECTIVE DATE OF CERTIFICATION. In the example above, a teacher who completed all requirements and was issued certification on the TEACH computer system as of October 1, 2011 is qualified to teach in a New York State public school on October 1, 2011 even though the effective date of certification would be February 1, 2012.

If you have difficulty with any school or school district in regard to the information above, please contact the Certification Officer at 585.275.1009 and she will speak directly with your school or district representative to resolve the difficulty.

Effective February 1, 2010, paper certificates are no longer printed by the New York State Department of Education for time-limited certificates such as Initial and Provisional. TEACH should be used by both applicants and employers to verify certification status.

Instructions for Using TEACH Online Services to Apply for Certification in Teaching, School Counseling, and Administration

CREATE USER LOGIN AND PASSWORD

In order to apply online, you must enter TEACH online services via the New York State Office of Teaching Initiatives Website at www.highered.nysed.gov/tcert and create a TEACH login and password at the New York State Directory Services. Instructions are provided as you proceed. After you have created your login and password, this step is completed and you never have to repeat the process (unless you forget your password).

COMPLETING THE APPLICATION

Step 1—Create Applicant Profile

At this point you must enter your personal information and preferences (such as opting to be included in the statewide teacher clearinghouse or having most correspondence from the State transmitted via email). This is also the point at which you enter your **self-reported education and work experience**. This is important information because TEACH allows you to choose a certificate and the Approved Teacher Preparation Program Pathway based upon the education you report in your Profile section.

Please enter your education in the following format:

1. Click on the radio button that states “**Approved New York State Certification Programs: Select this radio button if you completed an approved program at a New York state institution that leads to a recommended teaching certificate.**” All certification programs offered by the Warner School lead to a recommended certificate.
2. Enter Education Information
 - a. Institution: Drop down list of New York State Higher education institutions with teacher preparation programs. Choose University of Rochester.
 - b. Award Title: Drop down list of awards associated with the University of Rochester. The award title is the degree you have completed, i.e., Master of Science or Master of Arts in Teaching. If you have completed a certification program only in a particular subject area, the award title is Advanced Certificate.

- c. Program: Drop down list of programs available at the chosen institution and with the chosen award title. Teaching and Curriculum students must contact me (i.e., Brenda Grosswirth) at 585.275.1009 or at bgrosswirth@warner.rochester.edu so that I can give you the correct program code that must be selected.

Students who are applying for certification in School Counseling, School Building Leadership, and School District Leadership do not need to contact me. School Counseling applicants should select program code 10647 for provisional certification, and program code 10648 for permanent certification; program name Counseling and Human Development. School Building Leadership applicants should select program code 28986 for initial certification. School District Leadership applicants should select program code 28988 for professional certification.

- d. Major: This is a generic list of common majors used for *internal purposes only*.
- e. Date Degree Received: **Please enter the date on which you completed your degree requirements, not necessarily the date on which you graduated. It is important that you contact me, Brenda Grosswirth, at 585.275.1009 if you have questions regarding this date.**
- f. Attended From: Enter the date you began your education at the University of Rochester. (Consult your UR transcript, available free of charge from the UR Office of the Registrar in Lattimore Hall.)
- g. Attended To: Enter the date your education ended.
- h. Number of Credits: Enter the number of credits earned. (Consult your UR transcript, available free of charge from the UR Office of the Registrar in Lattimore Hall.)

Step 2—Select Certificate(s)

This is the point at which you choose your certificate type and title. You must choose from a series of five dynamically filtered dropdowns to arrive at the appropriate certificate for the program you completed.

- Select your Area of Interest: Students applying for teacher certification in French, German, or Spanish should select *Classroom Teachers – Foreign Languages*. All other students applying for teacher certification should select *Classroom Teachers*. Students applying for certification in School Counseling or Administration should select *Administrative and Pupil Personnel Services*.

- Select your Subject Area: Students who complete programs in reading must select *Literacy*. Students who complete degrees with inclusion must select the area of academic concentration (e.g., Mathematics) when applying for certification in the area of academic concentration; then they must select *Students with Disabilities* when applying for certification in inclusion.
- Select the Grade Level: Students applying for certification in Biology, Chemistry, Earth Science, Physics, Math, English, and Social Studies will have a choice of either *Middle Childhood (grades 5-9)* or *Adolescence (grades 7-12)*; students who have completed certifications at BOTH levels (that is, grades 5-12, which breaks down into the two levels of *grades 5-9* and *grades 7-12*) must apply for two certificates by following online instructions. Students applying for Initial Certification in Childhood Education may select only *Childhood – Grades 1-6* (not K-6).
- Select the Title: Students applying for initial certification in *English, Adolescence—Grades 7-12* must select *English Language Arts 7-12* (not English 7-12).
- Select the Type of Certificate: Please select from the following only: *Initial* (for new teachers, and for School Building Leaders); *Professional* (for teachers after completing three years of full-time experience teaching school, and for School District Leaders); *Provisional* (for new School Counselors); *Permanent* (for School Counselors after completing two full-time years of counseling experience in a school).

After you have selected your certificate title and type, the next page will ask you questions about your educational preparation. In question 1. a. you will be asked “have you completed or are you enrolled in an Approved Teacher Preparation Program at a New York State College or University, which leads to the issuance of a New York State certificate based upon the recommendation of the college/university”? If so, please enter the program code supplied by the Certification Officer (Brenda Grosswirth, 585.275.1009).

- If you enter an incorrect program code here, you will receive an error message saying “invalid program code” and you will not be able to continue with the application until the correct program code is entered.
- Once you have entered the correct program code you will be returned to a table with the following information:
 - Institution: University of Rochester
 - Award Title: the award associated with the program you completed
 - Program Title: the name of the program you completed
 - TEACH Title: the certificate for which you have applied

If any of this information is incorrect, do not continue with this application, contact Brenda Grosswirth at 585.275.1009.

- Applicants choosing the **Approved Program Pathway** must respond “yes” to the question, “*Do you want the New York State Department of Education to review your application?*”
- You may apply for more than one certificate in the same session.
- If you are also applying for a certificate for which you did not complete a Warner School certification program, you must apply for this certificate via the Individual Evaluation Pathway. Please follow these instructions:
 - After you have completed the dropdown menus selecting your certificate title and type in question 1, Educational Preparation, go to part b and click on the box next to the statement “no, I have not completed, nor am I enrolled in, an Approved Teacher Preparation Program at a New York State College or University.”
 - Next you will be asked a series of questions about Interstate Reciprocity (holding a certificate from another state or jurisdiction or completing a program in another state/jurisdiction leading to a certificate from that state/jurisdiction).
 - Select response C “No I do not want to apply through the Interstate Reciprocity Pathway.”

Step 3—Sign Affidavit

Please answer the child support and moral character questions and then sign the affidavit. If you answer “yes” to any of the moral character questions, you must enter an explanation in the text box provided. You can sign the affidavit by clicking on the button “Sign Affidavit.”

Step 4—Sign Application

Please sign the application by clicking on the button “Sign Application,” which attests that all statements and information you provided in the application are true. **Please note that up to this point (i.e., signing the application), you may back out of the application process—no certificate of affidavit information will be saved. However, after the application is signed, the application is saved and submitted.**

Step 5—Make Payment

You have the choice to pay your application fee online using a credit card or to print out the payment coupon and mail a U.S. Postal Money Order. Upon completing the payment process, TEACH will perform an automated evaluation and return a list of unmet requirements. You can print out this evaluation and use it to track your completion of unmet requirements.

Effective February 1, 2010, paper certificates are no longer printed by the New York State Department of Education for time-limited certificates such as Initial and Provisional. TEACH should be used by both applicants and employers to verify certification status.