



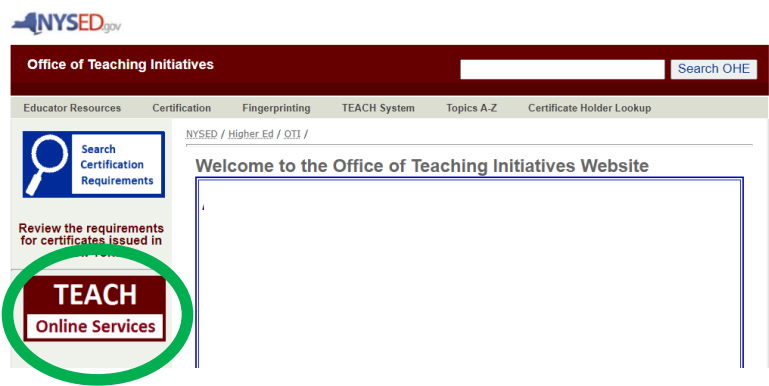
# How to check your TEACH account for New York State certification

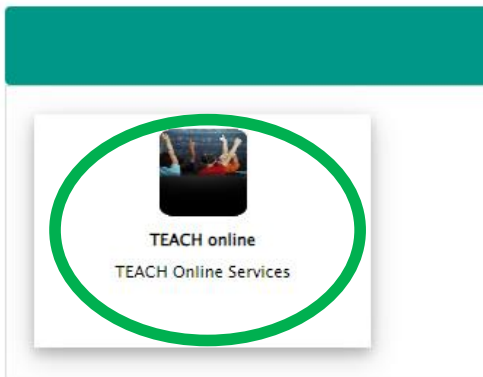
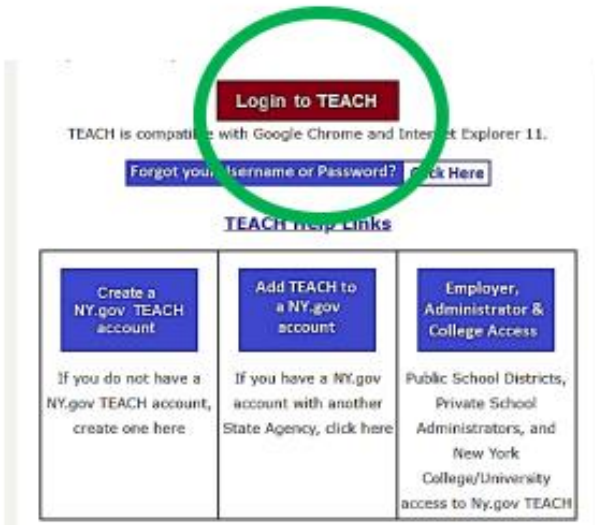
May 2025

Go to <http://www.highered.nysed.gov/tcert>

We recommend that you bookmark this page and check the announcements and topics A-Z as needed.

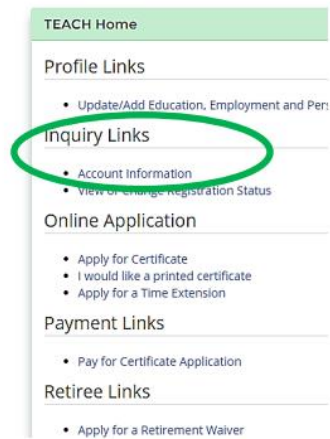
In these instructions, the green shapes indicate where to click for further information.





## Open Inquiry Links

### Account Information,



TEACH Home

Profile Links

- Update/Add Education, Employment and Pen

**Inquiry Links**

- Account Information
- View or Change Registration Status

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

➤ **Select one or more items that you want to view and then “submit”**

### Select information you want to view

🔗 To view more than one category, press CTRL while clicking each category you want to see, then click



Education  
Work Experience  
Certificates  
Correspondence  
Contact History  
Fingerprinting  
Test Scores  
Workshops  
Superintendent Statements  
College Recommendations  
Retirement

Submit

If data is not recorded:

➤ **Education:** self reported: You can enter this after your education is done. You cannot add a date in the future.

You usually do not need to send in transcripts if you will finish a Brooklyn College program for certification and get a “recommendation” for that title. Transcripts are needed if you apply for a [“waiver.”](#) More on college recommendations, see below.

➤ **Work experience:** This will be relevant for professional/permanent certification. You cannot report a date in the future. You cannot edit this after you submit. All work experience for professional (and permanent) certification must be confirmed by employer(s).

➤ **Certificates:** Applications and/or confirmed certificates will be listed here.

How to check the status of your application: <http://www.highered.nysed.gov/tcert/certificate/checkstatus2.html>

Any items marked "unmet" or "deficient" may be checked manually or will be updated after more information is recorded. You may need to allow about 16 weeks for that to be done after your documents are received if you are applying for School Building or Leader certification, professional, permanent, or other titles that are not using the Pathway: Approved Teacher Prep Program.

Initial certificates are not automatically printed and sent to teachers.

Certificate effective dates are posted on TEACH.

More information: <https://www.highered.nysed.gov/tcert/certificate/certprocess-issued.html>

➤ **Correspondence.** You can see if documents sent by you or others are recorded

➤ **Fingerprinting:** Records received from DCJS/FBI or NYC or not.

If your records have not been received, and if you processed your records already with the New York City Public Schools (NYCPS), upload in an OSPRA 104 form:

<http://www.nysed.gov/common/nysed/files/ospra104.pdf>

If the information in section two of the OSPRA 104 form does not apply to you, you can leave it blank.

Upload the form following the instructions at the bottom of the form.

Check your TEACH account about a month after you send in the OSPRA 104 form and look for the statement: "We have received your fingerprint information from NYC." When you see this note, your fingerprint requirement for NY State and NY City is complete. Your TEACH account will only indicate if your records were received, not if your NYC records are currently "cleared".

➤ **Test Scores:** If you have your certification test scores reports and if your scores are not recorded on your TEACH account, you can [contact NYSTCE \(Pearson\)](#).

All account information in your NYSTCE (Pearson) account must match exactly what is listed in your TEACH account.

P=pass, F=Fail, I=incomplete.

If you are taking the three-part multi-subject test, the parts of the test that you did not take will be marked incomplete.

PRAXIS scores will not be recorded and will be checked separately.

➤ **Workshops** Please open [this link](#) for more information

- School Violence Prevention which is considered to be part of the college program and completed on your own.
- [Child Abuse Identification workshop, "New Program" is required for all Mandated Reporters](#). The old version of the workshop is not accepted for certification as of April 1, 2025. Workshop providers are required to report workshop completers electronically so it's recorded on your TEACH account. This workshop must be completed on your own.
- Dignity for All Students Act (DASA) workshop

The Autism workshop is needed only for some cases.

➤ **College [recommendation](#):** If you

- graduated/completed your program
- and your degree/program is recorded on CUNYfirst or was confirmed by the Registrar's office
- and if your workshops are done, you can contact the following people for a "recommendation"

Certification Officer

[CertificationSOE@brooklyn.cuny.edu](mailto:CertificationSOE@brooklyn.cuny.edu)

If you are in a Transitional B program such as the Teaching Fellows/Teaching Collaborative or EdPrep/ Sub & Para to Teacher program, contact

Dr. Martinez and Ellen Kreger Romano

[Roberto.Martinez@brooklyn.cuny.edu](mailto:Roberto.Martinez@brooklyn.cuny.edu);

[EKreger@brooklyn.cuny.edu](mailto:EKreger@brooklyn.cuny.edu)

## Confirmed certification will include the effective dates

The sample below shows when certification **was issued and when it will expire**. You will not automatically receive a document in the mail for initial, internship, provisional and other time-limited certification titles.

### Certificates

#### Issued Certificates

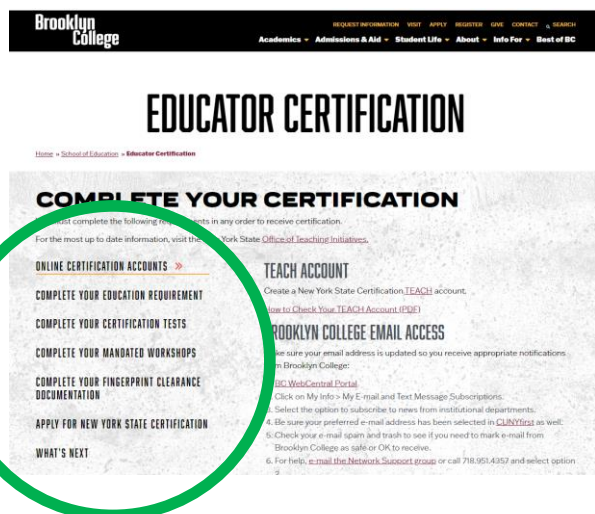
Show 10 entries

| Credential  | Status | Application Type | Issued / Effective Date | Original Exp. Date |
|---|--------|------------------|-------------------------|--------------------|
| Students With Disabilities (Birth - Grade 2), Initial Certificate | Issued | CERTIFICATE      | 06/07/2023              | 08/31/2028         |
| Early Childhood Education (Birth-Grade 2), Initial Certificate    | Issued | CERTIFICATE      | 06/07/2023              | 08/31/2028         |

Initial and other time-limited certificates are not automatically printed and sent to teachers. Certificate effective dates are posted on TEACH. More information: <https://www.highered.nysed.gov/tcert/certificate/certprocess-issued.html>

Field Code Changed

The Brooklyn College Educator Certification website includes many resources:  
<https://www.brooklyn.edu/soe/certification/>



Questions? You can contact

Certification Officer  
[CertificationSOE@brooklyn.cuny.edu](mailto:CertificationSOE@brooklyn.cuny.edu)

If you are in a Transitional B program such as the Teaching Fellows/Teaching Collaborative or EdPrep/ Sub & Para to Teacher program, contact  
Dr. Martinez and Ellen Kreger Romano  
[Roberto.Martinez@brooklyn.cuny.edu](mailto:Roberto.Martinez@brooklyn.cuny.edu);  
[EKreger@brooklyn.cuny.edu](mailto:EKreger@brooklyn.cuny.edu)

The information in this document is based on current resources from the NY State Dept. of Education Office of Teaching Initiatives (OTI) to the best of our present knowledge. Certification rules and procedures are subject to change and confirmation of the requirements for certification are based on the date of an evaluation by OTI.