

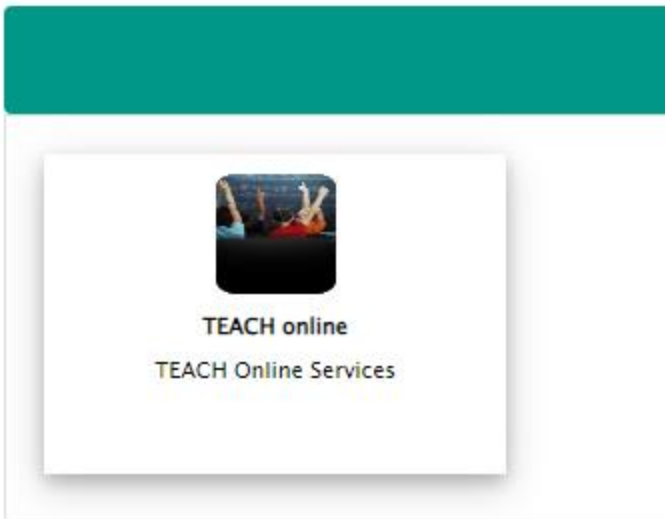
How to check your **TEACH** account for New York State certification

June 2023

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

The screenshot shows the NYSED Office of Teaching Initiatives website. The header includes the NYSED logo and a search bar. The main navigation menu contains links for Educator Resources, Certification, Fingerprinting, TEACH System, Topics A-Z, and Certificate Holder Lookup. On the left sidebar, there is a 'Search Certification Requirements' button and a 'Review the requirements for certificates issued in' section. A green circle highlights a red button labeled 'TEACH Online Services'. The main content area features a 'Welcome to the Office of Teaching Initiatives Website' message and an 'Announcements' section with several links, including 'Earnings Limit for Retirees Working at School Districts and BOCES Suspended through June 30, 2024' and 'Update to CLEP transcript submission process starting on August 1, 2023'.

The screenshot shows the TEACH login page. At the top, there is a red button labeled 'Login to TEACH', which is circled in green. Below it, there is a link for 'Forgot your Username or Password? Click Here'. The page is titled 'TEACH links' and contains three columns of links: 'Create a NY.gov TEACH account', 'Add TEACH to a NY.gov account', and 'Employer, Administrator & College Access'. Each link has a brief description of its purpose.



Open Inquiry Links
Account Information,

TEACH Home

Profile Links

- Update/Add Education, Employment and Per:

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:

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➤ **Education:** self reported: You can enter this after your education is done. You cannot add a date in the future. You cannot edit this after you submit as far as I know.

You do not need to send in transcripts if you will finish a Brooklyn College program for certification and get a "recommendation." 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 as far as I know. All work experience for professional (and permanent) certification must be confirmed by the 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" must 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 not using the Approved Teacher Prep Program pathway.

Citizenship: you should not need to send in documents unless your citizenship is marked "N"

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 you processed your records already with Identogo or the NYCDOE (New York City Department of Education), send 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. Send the form to the address 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**

- School Violence Prevention which is considered to be part of the college program and completed on your own
- Identification of Child Abuse which is considered to be part of the college program and completed on your own
- Dignity for All Students Act (DASA) workshop

The Autism workshop is needed only for some cases.

[More information](#) including ***how to check if your workshops will be credited for certification***

If you have prior recommendations, the workshops required at that time will be credited and do not need to be listed in your account information.

➤ **College recommendation**: If you

- graduated/completed your program
- and your degree 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"

Helen Spencer, Certification Officer

hspencer@brooklyn.cuny.edu

Tel. 718-951-5000 x3946

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;

EKreger@brooklyn.cuny.edu

Confirmed certification will include the effective date and expiration 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 and time-limited certification.

Certificates

Issued Certificates

Show entries

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

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

Brooklyn College REQUEST INFORMATION VISIT APPLY REGISTER GIVE CONTACT SEARCH
Academics Admissions & Aid Student Life About Info For Best of BC

EDUCATOR CERTIFICATION

Home » School of Education » Educator Certification

COMPLETE YOUR CERTIFICATION

You must complete the following requirements in any order to receive certification.
For the most up to date information, visit the New York State [Office of Teaching Initiatives](#).

- ONLINE CERTIFICATION ACCOUNTS >>**
- COMPLETE YOUR EDUCATION REQUIREMENT**
- COMPLETE YOUR CERTIFICATION TESTS**
- COMPLETE YOUR MANDATED WORKSHOPS**
- COMPLETE YOUR FINGERPRINT CLEARANCE DOCUMENTATION**
- APPLY FOR NEW YORK STATE CERTIFICATION**
- WHAT'S NEXT**

TEACH ACCOUNT

Create a New York State Certification [TEACH](#) account.
[How to Check Your TEACH Account \(PDF\)](#)

BROOKLYN COLLEGE EMAIL ACCESS

Make sure your email address is updated so you receive appropriate notifications from Brooklyn College:

- [BC WebCentral Portal](#)
- Click on My Info > My E-mail and Text Message Subscriptions.
- Select the option to subscribe to news from institutional departments.
- Be sure your preferred e-mail address has been selected in [CUNYfirst](#) as well.
- Check your e-mail spam and trash to see if you need to mark e-mail from Brooklyn College as safe or OK to receive.
- For help, [e-mail the Network Support group](#) or call 718.951.4357 and select option 2.

Questions? You can contact

Helen Spencer, Certification Officer
hspencer@brooklyn.cuny.edu
Tel. 718-951-5000 x3946

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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.