



Professional Certification Application Instructions

The information provided below is to assist graduates of our approved graduate teacher preparation programs in completing applications for professional certification in TEACH. Please note that once you apply for your professional certification in TEACH, NYSED will need to conduct a manual review of your application which could take up to 16 weeks. Part of the process is verifying that you have [three years of qualifying teaching experience](#). This information can be submitted by your employer using the “Superintendent Statement” option in TEACH or by completing the [Paid Experience Verification Form](#).

Create User Login and Password

Prior to applying for teacher certification, you must activate your TEACH account by creating a TEACH login and password. If you have not already done so, you must [self-register](#) and follow the instructions provided at this site (for assistance with this process or if you have previously completed this process but cannot remember your login/password, contact TEACH Support Services). After completing this process, you may proceed with the application for teacher certification.

Teacher Certification Application Process within your TEACH Account

1. Verify/Update Profile (confirm legal name, update mailing address, email, phone, and confirm your citizenship)
2. Edit Education Information (refer to your transcript for your specific degree information)
3. Edit Employment Information
4. Add the Certificate Title (if you are applying for more than one certificate based on the completion of one program, you will repeat this process for each certificate)
 - Select your Area of Interest: Classroom Teacher
 - Select your Subject Area: select the applicable subject area (i.e. Biology)
 - Select the Grade Level: select the applicable grade level (i.e. 5-9, 7-12)
 - Select the Title: select the applicable title (i.e. Biology 7-12)
 - Select the Type of Certificate: Professional Certificate
5. Enter applicable program code (see Appendix A for a list of all approved program codes)
6. Answer moral character questions, sign affidavit, sign application, & pay the application fee

For help with the TEACH online system, please email teachhelp@nysed.gov or refer to the [TEACH Frequently Asked Questions](#) page.

Appendix A

SUNY Empire Award Title & Program Code List

Please use this list to obtain the appropriate program code(s) relevant to your completed teacher preparation program.

If you are applying for two certificates based on the completion of one program, you will have to separately submit information for each certificate using the same award title and program title/code for each certificate.

MAT 7-12 RESIDENCY PATHWAY (BIOLOGY, CHEMISTRY, EARTH SCIENCE, ENGLISH, MATH, PHYSICS, SOCIAL STUDIES, SPANISH)

- PROGRAM TITLE: ADOLESCENCE EDUCATION, INITIAL/PROF
- AWARD: MAT | PROGRAM CODE: 34638

MAT SPECIAL EDUCATION (ADOLESCENT 7-12) GRADUATES – RESIDENCY PATHWAY

- PROGRAM TITLE: SPECIAL EDUCATION, INITIAL/PROF
- AWARD: MAT | PROGRAM CODE: 38172

MAT AGRICULTURAL EDUCATION GRADUATES – RESIDENCY PATHWAY

- PROGRAM TITLE: AGRICULTURAL EDUCATION, INITIAL/PROF
- AWARD: MAT | PROGRAM CODE: 41320

MAT 7-12 TRANSITIONAL B CERTIFICATION PATHWAY (BIOLOGY, CHEMISTRY, EARTH SCIENCE, ENGLISH, MATH, PHYSICS, SOCIAL STUDIES, SPANISH)

- PROGRAM TITLE: ADOLESCENCE EDUCATION: TRANS B, INITIAL/PROF
- AWARD: MAT | PROGRAM CODE: 31134

MAT 5-9 TRANSITIONAL B CERTIFICATION PATHWAY (BIOLOGY, CHEMISTRY, EARTH SCIENCE, ENGLISH, MATH, PHYSICS, SOCIAL STUDIES, SPANISH, GEN SCIENCE EXT)

- PROGRAM TITLE: MIDDLE CHILDHOOD EDUCATION: TRANS B, INITIAL/PROF
- AWARD: MAT | PROGRAM CODE: 31133

MAT AGRICULTURAL EDUCATION – TRANSITIONAL B CERTIFICATION PATHWAY

- PROGRAM TITLE: AGRICULTURAL EDUCATION: TRANS B, INITIAL/PROF
- AWARD: MAT | PROGRAM CODE: 41354

MAT SPECIAL EDUCATION (CHILDHOOD 1-6) – TRANSITIONAL B CERTIFICATION PATHWAY

- PROGRAM TITLE: SPECIAL EDUCATION: TRANSITIONAL B 1-6, PROF
- AWARD: MAT | PROGRAM CODE: 41485

MAT SPECIAL EDUCATION (ADOLESCENT 7-12) – TRANSITIONAL B CERTIFICATION PATHWAY

- PROGRAM TITLE: SPECIAL EDUCATION: TRANSITIONAL B 7-12, PROF
- AWARD: MAT | PROGRAM CODE: 41486

M.ED SPECIAL EDUCATION (ADOLESCENT 7-12) - ADDITIONAL CERTIFICATE

- PROGRAM TITLE: SPECIAL EDUCATION, PROF
- AWARD: MED | PROGRAM CODE: 38265