

# Applying for a Time Extension on your certification

1. Log into TEACH
2. From the TEACH Home Page,
3. Select Apply for a Time Extension

TEACH Home - Windows Internet Explorer

https://eservices.nysed.gov/teach/teachext/teach.jsp

TEACH Home | Search Certification Requirements | Logout

NEW YORK STATE EDUCATION DEPARTMENT  
Office of Teaching Initiatives

**TEACH Home**

- ▶ **Profile Links**  
Verify/Update Profile
- ▶ **Fingerprinting Links**  
Submit Application for Fingerprint Clearance
- ▶ **Inquiry Links**  
Account Information
- ▶ **Online Application**  
Apply for Certificate  
Apply for a Duplicate Certificate  
**Apply for a Time Extension**
- ▶ **Professional Development**  
Maintain Your Professional Development Record
- ▶ **Retiree Links**  
Apply for a Retirement Waiver

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Teach System - Windows Internet Explorer

https://eservices.nysed.gov/teach/teachext/OnlineCertInstructions.do?CERT=TIME

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NEW YORK STATE EDUCATION DEPARTMENT  
Office of Teaching Initiatives

**Apply for Certificate Time Extension**

Apply for an extension of your currently issued or expired teaching certificate. Steps to complete the application process are:

1. Verify / Update Profile
2. Select Certificates for Extension
3. Sign Affidavit
4. Master's Degree Information
5. Confirm and Sign Application
6. Make Payment

You may choose to pay for applications with a credit card or you may mail your payment to the Office of Teaching Initiatives. If you choose to mail your payment, you will need access to a printer so you can print the mail-in payment coupon.

Cancel Next

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Read the screen, then click "next" box

Verify/update any and all information (including work history and education), then click on the “next” button

To add or edit the information below, click the corresponding edit button. If you do not need to make any changes click the Next button.

**Personal Information**

Name : [REDACTED]  
Date of Birth : [REDACTED]  
Email : [REDACTED]  
Home Phone : [REDACTED]  
Work Phone : 607-257-1551  
US Citizen : Y

**Education Information**

**Employment Information**

School Name	School Location	Public School?	Summary of Experience	From	To	FT/PT
TST BOCES	Ithaca, NY 14850	Yes	Trade subject area - Welding 9-12	09/01/2000	05/27/2008	Full Time

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Step 2 – Indicate which certificate you are requesting an extension for. Indicate the reason for needing a time extension. You can only choose one, and you must choose one! Enter the explanation of why you made that selection in the box below. Be very specific with your explanation.

The screenshot shows a web browser window titled "Teach System - Windows Internet Explorer". The address bar shows the URL: <https://eservices.nysed.gov/teach/teachext/CpVerifyUpdApplicantProfile.do>. The page content includes a sidebar on the left with navigation steps: "Step 5 - Confirm and Sign Application" and "Step 6 - Make Payment". The main content area is titled "Routine financial commitments" and contains the following sections:

**Select certificate(s) :**

Select	Certificates Available for Extension	Date	Expiration
	[Redacted]		

**Basis for Extension Request :** check the box next to the reason for your request.

Select	Reason For Request	Required Documentation
<input type="radio"/>	You were on leave for childbearing, childrearing, or serious/extended illness.	<a href="#">View</a>
<input type="radio"/>	You served in the Peace Corps or other volunteer organization.	<a href="#">View</a>
<input type="radio"/>	You lost your teaching position due to a reduction in work force.	<a href="#">View</a>
<input type="radio"/>	Your citizenship application has not been acted on by USCIS.	<a href="#">View</a>
<input type="radio"/>	Extreme Hardship	<a href="#">View</a>
<input type="radio"/>	You hold a Provisional Certificate but have pursued a non-teaching career.	<a href="#">View</a>
<input type="radio"/>	You hold a Provisional Certificate but have been unable to secure employment/appointment as a teacher.	<a href="#">View</a>
<input type="radio"/>	You were on active duty in the Armed Forces	<a href="#">View</a>

Enter Dates of Service: From:  To:

Provide a brief explanation to support your request for the time extension.

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Click on the view button to read the required documentation. These contain very critical information on what you will need to provide for the next frame. You may need to take some time to write out what is required on a separate piece of paper to be prepared for what to enter into the next box!

Step 3 – Sign the Affidavit (no screen shot available – sorry)

Step 4 - Masters Degree Information – Indicate how many credits you have completed to date, by year. Take this information directly from your official college transcript.

Supply the date you estimate you will have your Masters Degree conferred.

Be sure to supply a signed letter from your college advisor, indicating your “Plan of Study” to complete your Masters.

Step 5 – Confirm and Sign Application

Step 6 – Make Payment (don’t forget to print the “receipt” of payment for your file – “just in case” there is a computer glitch somewhere).

Provide all required documentation to the TST BOCES Certification Office. The information will then be forwarded to NYSED on your behalf. PLEASE NOTE this service is available ONLY for those who work, reside, or attend college within the TST BOCES service region (Tompkins-Seneca-Tioga counties only).

Get the documentation to the office ASAP. The time extension application will not be evaluated until all support documentation is received. If you lack one required document you run the risk of the application being denied. Don’t take that chance!!!