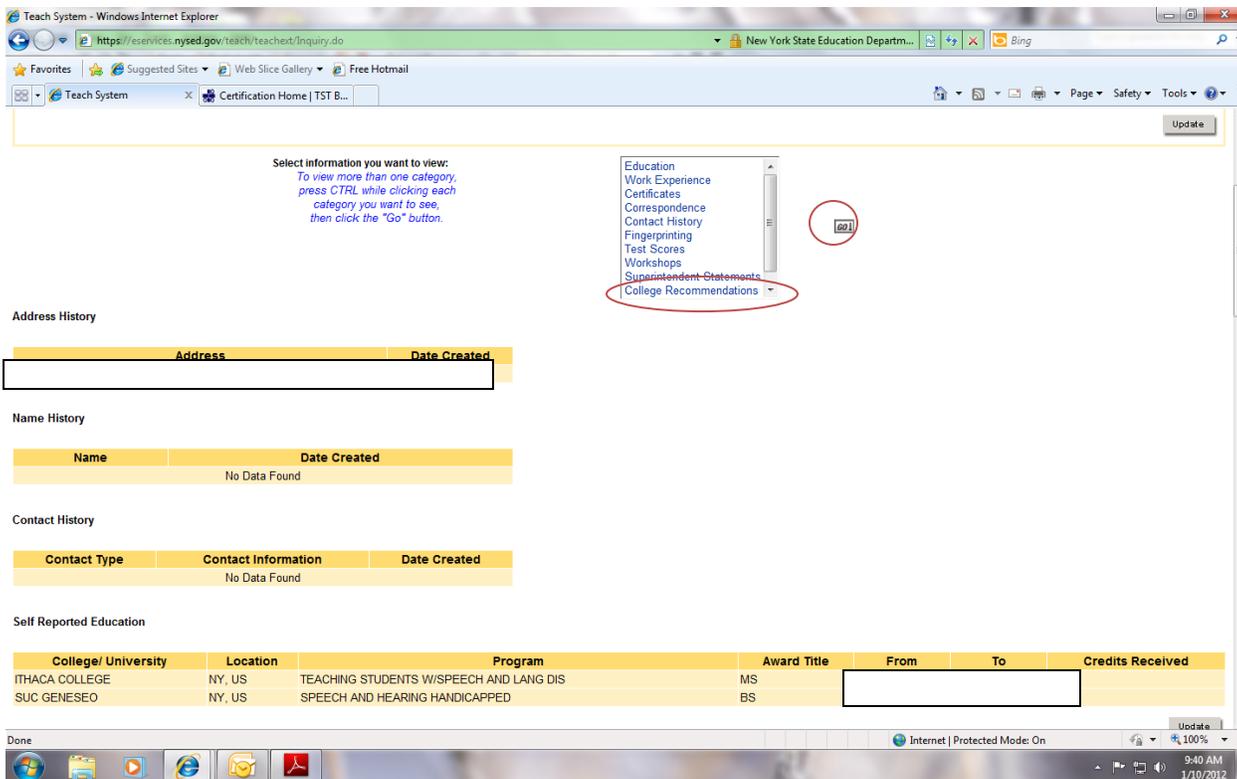
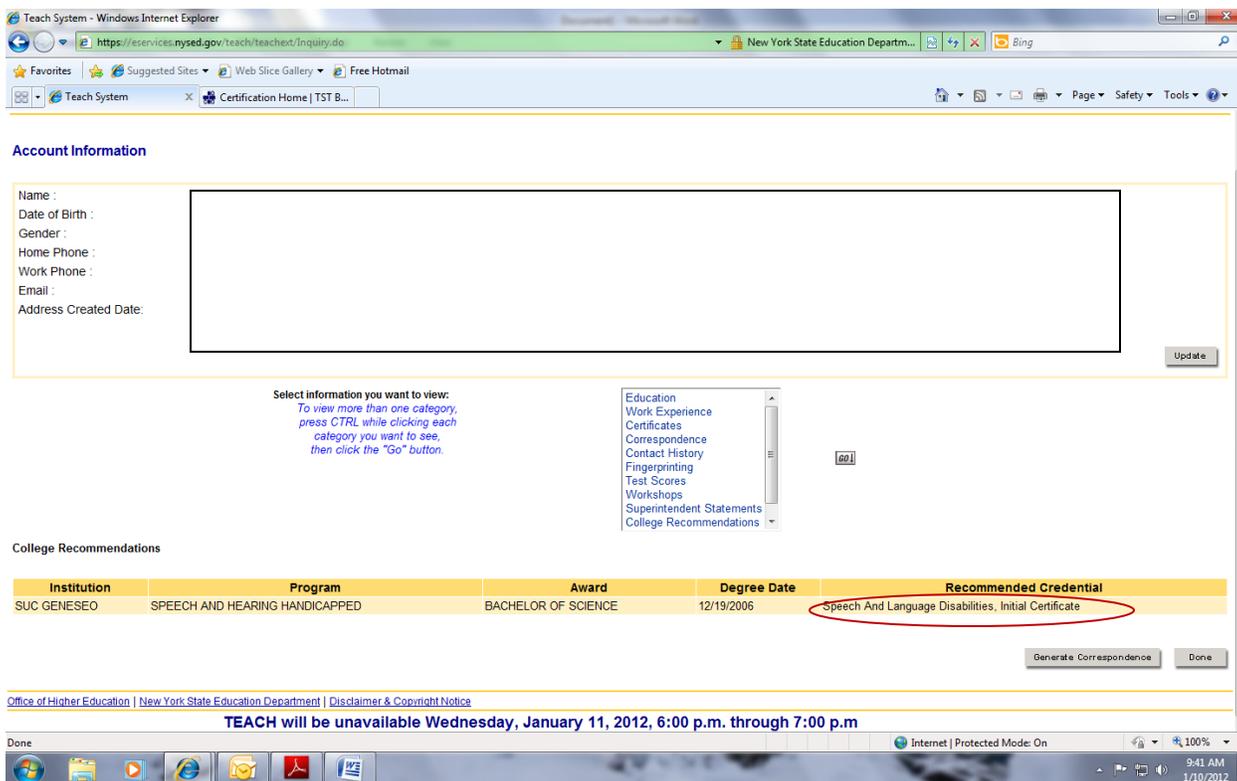


From your TEACH Account information screen, select College Recommendations from the list, then hit "Go"



Look to see what certificates and levels your college has recommended you for ↓



This person was only recommended for the Initial level certificate

This person was recommended for several certificates – some at both the Initial and Professional levels, and another at just the Initial level

The screenshot shows the Teach System interface in Internet Explorer. At the top, there's a navigation bar with 'Teach System' and 'Certification Home | TST B...'. Below this is a form for user information with fields for Name, Date of Birth, Gender, Home Phone, Work Phone, Email, and Address Created Date. An 'Update' button is located at the bottom right of this form.

Below the form is a section titled 'Select information you want to view:' with instructions: 'To view more than one category, press CTRL while clicking each category you want to see, then click the "Go" button.' A list of categories is shown, including Education, Work Experience, Certificates, Correspondence, Contact History, Fingerprinting, Test Scores, Workshops, Superintendent Statements, and College Recommendations. A 'Go' button is next to the list.

The 'College Recommendations' section contains a table with the following data:

Institution	Program	Award	Degree Date	Recommended Credential
SUC BUFFALO	ART EDUCATION	BACHELOR OF SCIENCE	12/13/2008	Visual Arts, Initial Certificate
SUC CORTLAND	TEACHING STUDENTS W/DIS: CHILDHOOD (1-6)	MASTER OF SCIENCE IN EDUCATION	12/24/2011	Students With Disabilities (Grades 1-6), Initial Certificate
SUC CORTLAND	TEACHING STUDENTS W/DIS: CHILDHOOD (1-6)	MASTER OF SCIENCE IN EDUCATION	12/24/2011	Students With Disabilities (Grades 1-6), Professional Certificate
SUC CORTLAND	TEACHING STUDENTS W/DIS: CHILDHOOD (1-6)	MASTER OF SCIENCE IN EDUCATION	12/24/2011	Severe Or Multiple Disabilities Annotation, Initial Extension Annotation
SUC CORTLAND	TEACHING STUDENTS W/DIS: CHILDHOOD (1-6)	MASTER OF SCIENCE IN EDUCATION	12/24/2011	Severe Or Multiple Disabilities Annotation, Professional Ext/Anno

At the bottom of the table, there are 'Generate Correspondence' and 'Done' buttons. Below the table is a footer with 'Office of Higher Education | New York State Education Department | Disclaimer & Copyright Notice' and a banner that reads 'TEACH will be unavailable Wednesday, January 11, 2012'.

By checking what certificates you have been recommended for by your college(s), you will know what path to select for your certificate application(s). If you see that a college has indeed recommended you for the certificate and level you need/want to apply for, you will answer “yes” to the first question in the application process “Have you completed an approved ed program in NYS leading to the certificate you are applying for?” You may need to provide a program code for the certificate you are recommended for. These codes are only available through the College. No BOCES RCO nor anyone at State Ed will have these codes available for you. So contact your college directly, not State Ed nor a BOCES!

If you do NOT see the college recommendation for the certificate and level of certificate in your file, you would answer “no” to that first question. You will likely also answer “no” to the second question “Did you complete a program out of state?”

The third screen will likely ask you to select which path you want to receive the certification with. It may default to the Certificate Progression path if you presently hold a valid Initial level certificate which is in the same area you are seeking the Professional level certification in.

If it is a “brand new” certificate you are applying for and you presently hold a valid NYS teaching certificate in another area, then it will be via the Additional Teaching certificate pathway.