

# Your TEACH record – deciphering what you see in your Account information

Address Created Date: 03/07/2006      Criminal History Status: Cleared

Select information you want to view:  
To view more than one category, press CTRL while clicking each category you want to see, then click the "Go" button.

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

**Self-Reported Occupational Experience**

Employer Name	Start Date	End Date	Full/Part Time	Summary of Experience
No Data Found				

**Teaching/School Experience**

Name of School and Location	Public School	Start Date	End Date	Full/Part Time	Summary of Experience
	Yes	09/01/2005	02/26/2008	Full Time	I am a Special Education Teacher working in a 4th Grade Inclusive Classroom. I will be working in the same position next year (2008-2009).

By clicking on the **Education** option, and then “go” to view, you will see your self-reported education as well as the verified education. The Education becomes verified when either State Ed or BOCES receives the transcript(s) and enters them as received in TEACH.

category you want to see, then click the "Go" button.

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**Self Reported Education**

College/ University	Location	Program	Award Title	From	To	Credits Received
CALIF SC BAKERSFIELD	CA, US		ENROLLED			11
CALIF SU NORTHRIDGE	CA, US		CA			30
FRESNO PACIFIC COLLEGE	CA, US		ENROLLED			3
U CAL DAVIS	CA, US		BA			193
U CAL RIVERSIDE	CA, US		ENROLLED			3
VENTURA COLLEGE	CA, US		ENROLLED			12

**Verified Education**

College / University	Degree	Major	Award Date	Credits Received
VENTURA COLLEGE	N/A	N/A		12
FRESNO PACIFIC COLLEGE	N/A	N/A		3
CALIF SU NORTHRIDGE	N/A	N/A		30
U CAL DAVIS	BACHELOR OF ARTS BA	History		127.7
U CAL RIVERSIDE	N/A	N/A		2
POINT LOMA COLLEGE	N/A	N/A		6
CALIF SC BAKERSFIELD	N/A	N/A		11
POINT LOMA COLLEGE	N/A	N/A		6

By clicking on **work experience**, you will see the work experience you have already reported in TEACH. Be sure to keep this updated when you are applying for Professional or Permanent certification.

Teach System - Windows Internet Explorer

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**Self-Reported Occupational Experience**

Employer Name	Start Date	End Date	Full/Part Time	Summary of Experience
No Data Found				

**Teaching/School Experience**

Name of School and Location	Public School	Start Date	End Date	Full/Part Time	Summary of Experience
	Yes	09/01/2005	02/26/2008	Full Time	I am a Special Education Teacher working in a 5th Grade Inclusive Classroom. I will be working in the same position next year (2008-2009)

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Example of certificates held (issued) as well as those that have been applied for. Under status you may see a variety of terms: Ready for Review, Not Ready for Review, Review complete-information pending, Denied, or BOCES Approved. Non payment and/or *official* college transcripts not yet received by the reviewer will prompt the "Not Ready for Review" status.

Teach System - Windows Internet Explorer

Retirement

**Issued Certificates**

Credential	Status	Application Type	Effective Date	Original Exp. Date	Time Extended Exp. Date	Control
<a href="#">Literacy (Birth-Grade 6), Professional Certificate</a>	Issued	CERTIFICATE	09/01/2006			
<a href="#">Early Childhood Education (Birth-Grade 2), Initial Certificate</a>	Issued	CERTIFICATE	09/01/2004	08/31/2009		
<a href="#">Childhood Education (Grades 1-6), Initial Certificate</a>	Issued	CERTIFICATE	09/01/2004	08/31/2009		

**Certificate Applications**

Any certificates in a status of Evaluation Complete - Pending Final Review will not be printed for the following reasons:

- Pending Name Change

Credential	Application Type	Status	Application Date	Evaluation History	Discipline Hold?	Application Paid?	Mail In Payment
<a href="#">Early Childhood Education (Birth-Grade 2), Professional Certificate</a>	Certificate	BOCES Approved	01/08/2009	<a href="#">View Evaluation History</a>	N	Y	
<a href="#">Childhood Education (Grades 1-6), Professional Certificate</a>	Certificate	BOCES Approved	01/08/2009	<a href="#">View Evaluation History</a>	N	Y	

**LockBox Rejections**

Application Type	Batch Number	Trans. Number	Item Number	Date Signed	Date of Payment	Date Created	Amount Paid
Data Not Found							

To check on receipt of transcripts, what correspondence has been sent by the evaluator and/or NYSED to you, and a lot more... Click on **“correspondence”** in the box, then the “go” button  
 You can see if the transcripts you requested be sent to either NYSED or BOCES have been received – You can click on the View Communication link to see the letter that was sent.

The screenshot shows the Teach System interface in Internet Explorer. The main content area displays a table of transcripts and correspondence. Below this, there are sections for 'Correspondence the Education Department Sent to You' and 'Correspondence Notes'.

Transcript	Date	Description	Organization
Transcript	01/20/2009		TOMPKINS-CORTLAND COMM C
Transcript Received By Boces	07/11/2006	To show new coursework completed since last evaluation. Transcript total now 25.5 completed at SUNY Cortland.	SUC CORTLAND
Transcript		80	SYRACUSE UNIVERSITY
Transcript		80	SYRACUSE UNIVERSITY
Applicant Initiated Correspondence	07/30/2007	Employment verification from Dryden Central School District, Tompkins-Seneca-Tioga BOCES, Montessori School of Ithaca, Ithaca Central School District, Trumansburg Central School District.	
Transcript	01/24/2008	Tompkins-Cortland Community College CSWK completed through 12/01/2005 credits 6 plus additional CSWK now being done 05/01/08	TOMPKINS-CORTLAND COMM C

  

Letter Name	Date Sent	Status	Action
Payment Acknowledgement	07/24/2006	Printed	<a href="#">View Communication</a>
Fingerprint Clearance (Applicant)	12/12/2006	Printed	<a href="#">View Communication</a>
Notice of Incomplete Requirements	07/30/2008	Printed	<a href="#">View Communication</a>
Notice of Incomplete Requirements	03/03/2009	Printed	<a href="#">View Communication</a>
Recommending for cert	07/28/2006	External	

  

Note	Date	Entered By	Action
course approval for English courses	01/18/2008	THOLECEK	<a href="#">View Note</a>

[Add a Note](#)

**Contact History** shows the changes in contact information you have provided on your account – a change of address, phone# or e-mail will show in this section, with the date the change was entered in TEACH. No sample of this screen is provided for confidentiality reasons.

### For Fingerprinting:

The screenshot shows the 'Account Information' section of the Teach System. It displays fields for Name, Date of Birth, Email, Home Phone, Work Phone, and Address Created Date (03/07/2006). The Criminal History Status is listed as 'No Information'. Below this, there is a section for selecting information to view, with a dropdown menu showing options like Education, Work Experience, Certificates, Correspondence, Contact History, Fingerprinting, Test Scores, Workshops, Superintendent Statements, and College Recommendations. The 'Fingerprint Information' section states 'You do not have a fingerprinting application on file'.

The above person has to submit the application for fingerprinting, pay for it and submit their prints (either via the “ink and roll” method, or if they qualify for Livescan printing, have that done).

By clicking on **Test Scores** you can see what tests you have already taken and have been recorded in TEACH. If you do not see a test here that you know you have taken and passed, contact NYSTCE – it is possible an incorrect SS# was provided (or scanned). No one at NYSED nor a BOCES RCO can assist you with this. You as the test-taker must handle this directly with NYSTCE.

**Test Scores**

Test Name	Test Date	Test Result
Liberal Arts & Science	03/01/2003	Pass
Literacy	02/26/2005	Pass
Elementary Assessment Of Teaching Skills	03/01/2003	Pass
Assessment Of Teaching Skills - Performance/Video	05/02/2008	Pass
Multi-Subject	10/23/2004	Pass

**Workshops** – show the workshops that have been completed and the dates they were completed.

**Superintendents Statements** –those who are seeking Supplementary Certification need a Superintendent Statement entered electronically. Mentored verification statements are also found under the Supt. Stmt link

Click on **College Recommendations** to see what Approved Teacher Ed programs you have been recommended for certification in. If you see the certificate (and level) you are applying for listed here, then you can use the Approved Teacher Ed pathway for the certification. If you do not see it listed, you will have to choose a different pathway.

**Account Information**

Name :  
 Date of Birth :  
 Email :  
 Home Phone :  
 Work Phone :  
 Address Created Date:

Select information you want to view:  
*To view more than one category, press CTRL while clicking each category you want to see, then click the "Go" button.*

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**College Recommendations**

Institution	Program	Award	Degree Date	Recommended Credential
SUC GENESEO			07/22/2003	Special Education, Provisional Certificate
SUC GENESEO			07/22/2003	Pre Kindergarten, Kindergarten And Grades 1-6, Provisional Certificate
SUC CORTLAND			01/20/2005	Literacy (Birth-Grade 6), Initial Certificate

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In the above example, this person when they want/need to apply for Special Ed Permanent certification, PreK-6 Permanent certification and/or Literacy B-6 Professional certification, they would choose the Certificate Progression pathway NOT the Approved Ed pathway. The applicant was recommended for the Provisional and Initial certificates, but we do not see that they have been recommended for the Permanent and/or professional certificates.

For further information or situations you may encounter when using TEACH, you may also want to go to: <http://www.highered.nysed.gov/tcert/teach/teachappfaq.html>