

Hudson City School District

Step-by-Step Directions to Register Certificates in TEACH

Information for teachers and administrators who hold a Professional or Permanent certificate, and for Level III Teacher Assistants.

Step #1: Either create a TEACH account or log in to TEACH. This screen is located at <http://www.highered.nysed.gov/tcert/teach/>.

If you already have a TEACH account, then just click on this button.

If you have never logged into TEACH you will need to first create an account.

Log in to TEACH

Forgot your Username or Password? [Click Here](#)

OR

Create a NY.gov TEACH account

If you do not have a NY.gov TEACH account, create one here

Add TEACH to a NY.gov account

If you have a NY.gov account with another State Agency, click here

Employer, Administrator & College Access

Public School Districts, Private School Administrators, and new York College/University access to Ny.gov TEACH

TEACH Help

Step #2: Once you have created your account, you will use those credentials to log in on this screen. If you have an account, but have forgotten your username and/or password, click on the appropriate link to retrieve that information.

Please login after reading the Acceptable Use Policy below
You have entered an invalid username or password.

NY.gov ID

Username: _____
Password: _____

Sign In

Forgot your [Username or Password?](#)

[NY.gov ID - Terms of Service](#)

[Agency Assistance & Contact Information](#)

ACCEPTABLE USE POLICY FOR USERS OF NY.gov

This application uses the New York State (hereinafter State) Central Directory Service of the NYeNet for authentication and authorization. In addition to any obligations arising under acceptable use policies or terms of service implemented by NYeNet Participating Organizations, logging into this application indicates

Step #3: Once you log in you will see the services to which you have access. Click on the TEACH online button.

Welcome *April*, You are logged in as - *APrestipino*

Last login - *Thu Jun 30 14:14*

Log out

You have access to the following services

TEACH online
TEACH Online Services

You can sign up for the following services

Step #4: If you have never logged into TEACH, you should first update your personal information, including current name, mailing address, and email address. NYSED will use this information to contact you if necessary.

The screenshot shows the TEACH Home page. At the top, there is a navigation bar with links for Home, Search, Topics A-Z, and Logout. Below the navigation bar, the user's profile picture and name, April Prestipino, are displayed. The main content area is titled "TEACH Home". It contains several sections: "Profile Links" (which is circled in black), "Inquiry Links", "Online Application", "Professional Development", "Payment Links", and "Helpful Links". A large black arrow points from the text above to the "Profile Links" section.

If your name or SS# has changed since being issued your certificate, you need to update this information in TEACH.

The screenshot shows the "Enter/Edit Personal Information" page. At the top, there is a navigation bar with links for Home, Search, Topics A-Z, and Logout. Below the navigation bar, the user's profile picture and name, April Prestipino, are displayed. The main content area is titled "Enter/Edit Personal Information" and includes a sub-section "Personal Information". This section contains fields for Prefix, Last Name (MI: PRESTIPINO M), Maiden Name (PHELPS), Date of Birth, First Name (Suffix: APRIL), Gender (Female), and SSN. At the bottom of the form, there are two blue buttons: "Request Name Change" and "Request SSN Change", both of which are circled in black.

Step #5: After updating your personal information, go back to the landing page and click on the link to View Registration Status. This is where you will register your certificate.

The screenshot shows the TEACH Home page with a green header bar. On the right side of the header, there are links for 'Home', 'Search', 'Topics A-Z', and 'Logout'. Below the header, there's a sidebar with sections like 'Profile Links', 'Inquiry Links', 'Online Application', 'Professional Development', and 'Payment Links'. The 'Inquiry Links' section contains two items: 'Account Information' and 'View Registration Status'. A large black arrow points from the text 'View Registration Status' towards the 'View Registration Status' link in the sidebar. The entire 'View Registration Status' link is circled in black.

Step #6: Follow the directions to register your certificate. You will need to answer a series of questions.

The screenshot shows the 'Classroom Teacher/School Leader and Level III Teaching Assistant Registration' page. At the top, there's a message: 'Your Current Registration Status is: REGISTERED'. Below this, the title of the registration page is displayed. A detailed paragraph explains the new Subpart 80-6 of the Regulations of the Commissioner of Education. It states that the Board of Regents adopted this in March 2016 to implement Chapter 56 of the Laws of 2015. It covers the registration process for classroom teachers, school leaders, and Level III teaching assistants. It also mentions the establishment of continuing teacher and leader education (CTLE) requirements. The text continues to describe the registration process, mentioning the requirement to become registered during the 2016-2017 school year during one's month of birth, if practicing 90 days or more in a New York State Public School or BOCES. It also discusses 'moral character' questions and child support obligations.

Once you have completed the registration process you will see this screen, with the certificate(s) that have been registered and the date when your registration expires.

The screenshot shows a web application interface for managing teaching certificates. At the top, there's a green header bar with the NYS Department of Education logo, the text "NYS Department of Education Office of Teaching Initiatives", and user navigation links for "Home", "Search", "Topics A-Z", and "Logout". Below the header, a user profile for "April Prestipino" is shown. The main content area has a title "Registration Status" and a message indicating the current registration status is "REGISTERED" from "06/30/2016 - 09/30/2021". A link is provided to change the registration status. The central feature is a table titled "Certificate Information" with columns for Certificate Title, Type, Status, Effective Date, Expiration Date, Registration Expired Date, Registration Status, and three notification periods (5 Months, 3 Months, 1 Month). Two rows of data are listed:

Certificate Title	Type	Status	Effective Date	Expiration Date	Registration Expired Date	Registration Status	5 Months Notification Sent	3 Months Notification Sent	1 Month Notification Sent
School District Leader	Professional Certificate	Issued	09/01/2013		09/30/2021	Registered			
Pre Kindergarten, Kindergarten And Grades	Permanent Certificate	Issued	02/01/2001		09/30/2021	Registered			

You can continue to review and update your professional information by clicking on the other links on the landing page, however, updating your personal information, your contact information, and registering your certificate(s) are the most important tasks.