The University of the State of New York
THE STATE EDUCATION DEPARTMENT
Office of Teaching Initiatives
89 Washington Avenue
Albany, New York 12234
www.highered.nysed.gov/tcert

Record Search Request Form

The Record Search Request Form is to be completed by those certificate holders certified prior to **1983** that currently do not have any certificate information showing in the TEACH system.

Individuals who were certified prior to 1983 and do not have a TEACH account will need to create one by following the directions at: http://www.highered.nysed.gov/tcert/teach/home.html. For assistance in using TEACH, you can send an email to teachhelp@nysed.gov, or call the Teach Tech Line at (518)-474-3901 and select option #3.

How to Search for Certification Information in the TEACH Online system:
- Individuals granted certification *prior* to **1983** should visit our **Certificate Holder Lookup Page** here to verify that their certification information is available in the TEACH system.
- If you are unable to locate your name in the TEACH system initially, you may use different methods to widen you search, such as a first, last, maiden name or partial name:
    - ***Example***: partial name using a "%" symbol after such as "Kim%" or "McMill%
- If your information does not appear when attempting to verify your certification information, it was not yet entered into the TEACH online system.

Instructions for Certificate Holder
1. Self-register and create a TEACH account at: http://www.highered.nysed.gov/tcert/teach/home.html
2. Complete this form in its entirety, including **all** fields below.
3. Submit the Record Search Request form along with **copies of any certificates** you have to the Office of Teaching Initiatives by email: ctle@nysed.gov.

Section I: Personal and Contact Information		
First Name:	Last Name:	Middle Initial:
List Any Other Names: _____		
Date of Birth: _____ / _____ / _____	Last 4 digits of Social Security Number: _____	
Email Address: _____	Phone: Home(____)____-_____ Cell (____)____-_____	
Section II: Certificate Information		
Certificate Type: _____	Date of Issuance: _____	
Certificate Type: _____	Date of Issuance: _____	
Certificate Type: _____	Date of Issuance: _____	
I hereby certify the information provided on this form is true and correct.		
Signature: _____ Date:_____		

RSR (Rev. 1/2024)