

NEW YORK STATE EDUCATION DEPARTMENT
Office of Teaching Initiatives

TEACH College User Functions

Training Guide

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1.0 Introduction

Purpose: The College User Functions training guide will cover the main activities in the TEACH system that are relevant to college users. The primary activities that will be performed by college users are entering approved program college recommendations and performing an inquiry into a record holder's account information.

If there are certification questions, email the Office of Teaching Initiatives at otiaadmin@nysed.gov.

If there are questions regarding your registered programs such as requirements for entry, coursework, when to recommend, contact the Office of College and University Evaluation (OCUE) at ocueinfo@nysed.gov or 518-474-1551.

The material presented in this document is for training and reference purposes only.

All information maintained in TEACH is Personal Identifiable Information except the information on the [Certificate Holder Lookup](http://eservices.nysed.gov/teach/certhelp/CpPersonSearchExternal.jsp) (<http://eservices.nysed.gov/teach/certhelp/CpPersonSearchExternal.jsp>). All other information cannot be released to a third party at any time.

How to Become a Designated College TEACH Representative:

The Dean or College Chief Executive Officer must request TEACH access for any new TEACH college user by completing the [Designation Of Authorized Representatives For TEACH System](http://www.highered.nysed.gov/tcert/teach/resources.html) (<http://www.highered.nysed.gov/tcert/teach/resources.html>).

Once access has been granted by the Office of Teaching Initiatives, you will receive a user ID, a temporary password via email and instructions on using TEACH from teachhelp@nysed.gov.

TEACH Home screen for College Users

After a user has successfully logged in, TEACH Home will display all the activities available within the TEACH system. Each of these activities will be discussed in detail in this guide.



TEACH Home

Inquiry Links

- [Account Information](#)

Online Application

- [College/University CTLE Sponsor Application](#)
- [Enter Approved Program Recommendation](#)

Report Links

- [View Reports](#)*

*** The View Reports link does not return any records.**

The College Recommendations process is designed to show how college recommendations are entered in the TEACH system. New York colleges and universities with SED approved education programs can enter recommendations. Approved program applicants are evaluated through a special approved program pathway since the approved college program has some components for certification embedded within the coursework.

2.0 College Recommendations

The College Recommendations process is designed for New York colleges and universities with state-approved teacher, leader, and pupil service provider education programs to enter recommendations for students/graduates that meet requirements for certification.

College programs are pre-approved, and components for certification are embedded within the coursework. Approved program applicants are evaluated through one of the approved program pathways.

A college may recommend for different types of certificates based on program registration.

Types of available certificates:

Classroom Teachers:

- Initial certificates
- Professional certificates
- Internship certificates
- Transitional A, B, and C certificates
- Extension/Annotation certificates
- Supplementary Bilingual Education Extension certificates

School Building Leaders/School District Leaders:

- Initial certificates
- Professional certificates
- Internship certificates
- Transitional D certificates

Pupil Personnel Services:

- Provisional certificates
- Permanent certificates

3.0 Specific information for certificates:

Certificates have effective dates and issue dates. In the TEACH certificates issued table, you will see a heading Issued/Effective date. Prior to December 4, 2013, TEACH only displayed effective (9/1 or 2/1) dates. The Department issued guidance to all employers stating that when a certificate is issued, the certificate holder could practice. In December 2013, regulations were changed to say the issue date is the date the certificate is effective. After December 4, 2013, the effective date is used by the system to set the expiration date of a certificate. In the cases of the Transitional B and Conditional Initial certificates, the effective date sets the expiration date of the Initial, based on the effective date of the Transitional B or Conditional Initial certificate.

Transitional B

- Candidate must be enrolled in a Transitional B program.
- Candidate must complete the introductory component as prescribed in 52.21(b)(3)(xvii)(b)(2) or (b)(5).
- Candidates must have a superintendent statement by a school entered in TEACH to verify a commitment of employment and mentoring.

When to recommend:

- The candidate must complete the introductory component before the college issues a recommendation. A recommendation should only be entered for the certificate area of employment, regardless of the certificate recommendations due at the completion of the program.

Date to put in Degree Date field:

- Enter the date that the candidate is eligible for the certificate.

Validity: the certificate is valid as long as the student remains in the program and is employed by the district that submitted the superintendent statement or three years, whichever occurs first. The certificate is no longer valid when the student completes the program even though TEACH may show it as valid.

When the college recommends for the Initial in TEACH, the expiration date of the Transitional B will be the degree date listed for the Initial.

Transitional C

- The candidate must be enrolled in a Transitional C program (intensive program leading to the Professional certificate).
- Candidates must have a superintendent statement from a school entered in TEACH to verify a commitment of three years of employment which includes mentoring and support.

When to recommend:

- Recommendations are entered when the candidate has met the requirements as prescribed in 52.21(b)(3)(xvi).

Date to put in Degree Date field:

- Enter the date the candidate is eligible for the certificate.

Validity: the certificate is valid as long as the student remains in the program and is employed by the district that submitted the superintendent statement or three years, whichever occurs first. The certificate is no longer valid when the student completes the program even though TEACH may show it as valid.

Transitional D

- The candidate must be enrolled in a Transitional D program
- The program must submit to OTI how the candidate met each criterion used by the program to determine that the candidate had exceptional qualifications for becoming a school district leader.

- Candidates must have a superintendent statement by a district entered in TEACH to verify a commitment of mentored and college supervised employment as a school district leader under the Transitional D certificate.

When to recommend:

- Recommendations are entered when the candidate has met the requirements as prescribed in 52.21(b)(3)(xvi).

Date to put in Degree Date field:

- Enter the date the candidate is eligible for the certificate.

Validity: the certificate is valid as long as the student remains in the program and is employed by the district that submitted the superintendent statement or five years, whichever occurs first. The certificate is no longer valid when the student completes the program even though TEACH may show it as valid.

Recommendation for the Initial:

Must be entered in TEACH upon completion of the program. Exams are **NOT** part of the program requirement, and the recommendation cannot be held based on exams.

If the recommendation is not entered promptly, the student and the employer may (mistakenly) think the individual may continue to work without certification. Remember the certificate expires the date the program is completed no matter when you enter the recommendation.

Internship

- The candidate must be enrolled in a New York State approved graduate program which includes an internship requirement.
- The candidate must have employment in a New York State school

When to recommend:

- Recommendations are entered when the candidate has completed 50% of the graduate program and is completing an internship required for the program. A recommendation should only be entered for the certificate area of employment, regardless of the certificate recommendations due at the completion of the program.

Date to put in Degree Date field:

- Date the candidate is eligible for the certificate

Validity: No more than two years from the effective date and is nonrenewable. When the internship (within the program) is completed, the certificate is no longer valid even though TEACH may show it as valid

Recommendation for the Professional:

Must be entered in TEACH upon completion of the program. Exams are **NOT** part of the program requirement (with the exception of the SDBL and SDL), and the recommendation cannot be held based on exams.

- If the recommendation is not entered promptly, the student and the employer may (mistakenly) think the individual may continue to work without certification. Remember the

certificate expires the date the program is completed no matter when you enter the recommendation.

Supplementary Bilingual Education Extension:

- The candidate must hold a valid classroom teaching certificate.
- The candidate must be enrolled in a New York State approved program that leads to a Bilingual Education Extension.
- The candidate must have employment in a New York State school.

When to recommend:

- Recommendations are entered when the candidate has completed a three-semester-hour course in theories of bilingual education and multicultural perspectives and demonstrated language proficiency.

Date to put in Degree Date field:

- Enter the date the candidate is eligible for the certificate.

Validity: Five years

Initial/Professional classroom teacher or school leader or Provisional/Permanent PPS

The candidate must complete the registered program.

When to recommend:

Recommendations are entered when the candidate has completed all program requirements, and the institution awards the degree. Exams are not a program requirement for the Initial classroom teaching certificates. Therefore the recommendation cannot be held if the candidate has not passed the exam. However, exams are a program requirement for the School District Business Leader and the School District Leader program completion. You cannot enter a recommendation until you know the candidate has passed both parts of the examination.

Recommendations should be entered for both the Initial and Professional if the program leads to both.

Graduation dates submitted through Title II reporting should be the same as the degree date entered in TEACH.

Date to put in Degree Date field:

Enter the date the candidate completed the program and the institution determined to award the degree. The candidate must earn the degree as required in the program registration.

Validity:

Initial:

Valid for five years.

Provisional:

Valid for five years.

Professional:

Continuously valid with completion of the required [Continuing Teacher and Leader \(CTLE\)](http://www.highered.nysed.gov/tcert/resteachers/ctle.html) (<http://www.highered.nysed.gov/tcert/resteachers/ctle.html>) hours during

every five year registration period. The five-year registration period begins when a candidate selects a registration status of “Registered.” Individuals that are issued their first Professional certification starting **7/1/2016** and thereafter will be automatically registered for their initial [five-year registration period](#) (<http://www.highered.nysed.gov/tcert/resteachers/registration.html>). The registration period will begin the first day of the month when the certification was issued until the end of the month prior to their birth month in the 5th year.

Permanent:

Continuously valid.

Initial certificate based on the completion of a Transitional B program

- The Initial certificate will have the same effective date as the Transitional B certificate.
- When the recommendation for the Initial certificate is entered in TEACH, the expiration date of the Transitional B certificate will be the degree date listed for the Initial certificate.
- The Initial certificate will not issue until all requirements are met. In most cases, the college recommendation is the last requirement to issue the Initial certificate.
- If the college delays in entering the recommendation, it will delay the issuance of the Initial and there may be a gap between the expiration date of the transitional B certificate and the issue date of the Initial certificate. During this gap time, the student should not be employed.

For example, a student completes a program with a degree date of May 15, 2017. The recommendation is not entered in TEACH until August 1, 2017. The expiration date of the Transitional B certificate will be May 15, 2017. If this was the last requirement for the Initial certificate, the Initial certificate will have an issue date 8/1/2017. There is now a gap in certification from 5/15/2017 to 08/01/2017 where the student should not have been employed.

4.0 Other issues

- a. Advising candidates regarding regulation changes
 - i. Students should be advised to keep up to date on any possible regulation changes that may affect them by checking the [Office of Teaching Initiatives website](#) (<http://www.highered.nysed.gov/tcert/>).
- b. If a college delays entering a recommendation upon completion of a program and enters a recommendation at a later date, the Institution’s degree conferral date must be used.
 - i. For example, if a person completed an Initial/Professional program on 5/1/2013, before the DASA workshop was required, (12/31/2013), you do not require the student to complete the DASA workshop and then change the degree date to a current date. At the time the student completed the program, the DASA workshop was not required and cannot be required to get a recommendation. The recommendation should be entered with a 5/1/2013 graduation date.
- c. Provisional/Permanent classroom teaching titles:

- i. The provisional/permanent classroom teaching programs were discontinued 2/2/2004. Provisional or permanent classroom teaching certificates cannot be issued, and recommendations for provisional or permanent classroom teaching certificates should not be entered. Applicants could no longer apply for a permanent certificate effective October 1, 2014.
- d. Discontinued programs:
 - i. Once a program is discontinued in the IRP, the institution cannot choose the program to enter a recommendation in TEACH. If an institution finds they should have entered a recommendation and the program is discontinued in the IRP, the institution must contact the Office of College and University Evaluation (OCUE) for assistance in making the program active, so the recommendation(s) can be entered.
- e. Students with Disabilities content area and 5-9 generalist certification:
 - i. The SWD 5-9 generalist and the content area SWD programs could no longer enroll students after February 2, 2011. All students had to complete the program by August 31, 2016 and must have applied for Initial certification prior to September 1, 2016. If an institution finds they should have entered a recommendation for a student that submitted an application prior to 9/1/2016, and the program is discontinued in the IRP, the institution must contact the Office of College and University Evaluation (OCUE) for assistance to get the recommendation(s) in TEACH.
- f. School Administration and Supervision (SAS), School District Administrator (SDA), School District Business Administrator (SDBA):
 - i. Students had to complete SAS, SDA and SDBA programs by 09/01/2007. These students must have applied for these titles by 09/01/2007 and have met the requirements for certification.
 - ii. Initial certificates were first issued with an effective date of 09/01/2006.
 - iii. As of 9/2/2007 students could only apply for the Initial School Building Leader (SBL), Professional School District Business Leader (SDBL) and the Professional School District Leader (SDL).
 - iv. Colleges can only recommend for the current certificates based on the completion of the program.
- g. Students with Disabilities (grades 7-12) multi-subject examination:
 - i. The Multi-Subject: Secondary Teachers (Grade 7–Grade 12) Content Specialty Test (CST) was implemented 9/22/2014. Individuals issued an Initial certificate prior to 9/22/2014 do not have to take the Multi-Subject: Secondary Teachers (Grade 7–Grade 12) to gain their professional.
 - ii. Individuals issued an Initial certificate on or after 9/22/2014 and before the scores were released must pass or use the safety net to meet the Multi-Subject Secondary CST requirement for the Professional certificate.
 - iii. Individuals Issued an Initial certificate on or after the scores were released must pass or use the safety net to meet the CST requirement for the Initial certificate.
- h. Coordinator of Work-Based learning applications:
 - i. We have technical issues with applications for these certificates. If the applicant is unable to apply for the certificate, they should apply for a different certificate, and the Institution should

email otiaadmin@nysed.gov with the applicant information and a request to change the certificate to the correct extension.

i. TEACH Accounts:

- i. Students must create their own User IDs and TEACH accounts. College Users must not create user IDs or TEACH accounts for any student or staff.

5.0 TEACH

Approved program recommendations

If an applicant is unable to apply for a certificate using the correct program code and the recommendation is already in TEACH, the applicant should say no to the approved program question in the application process.

Educational Preparation for this application only

- A. Have you completed, or are you enrolled in, a [New York State Approved Teacher Preparation Program](#) at a New York State College or University, which leads to the issuance of the New York State certificate for which you are applying based upon the [recommendation](#) of the college/university?

Please enter the program code found on the Student Application Information Sheet provided to you by your college/university.

If you believe you completed an Approved Teacher Preparation Program at a New York State College or University and do not have a Student Information Sheet, do not continue with this application. Contact your New York State College or University. Applying under another pathway will delay the processing of your application as you do not have the ability to change the pathway after the application is submitted. You must write to the Office of Teaching Initiatives to have the pathway changed.

***Enter Program Code**

- No, I have not completed, nor am I enrolled in, an Approved Teacher Preparation Program at a New York State College or University for this certificate and this type.

Workshops:

The dates that completion of workshops were required for recommendations can be found by using the links below.

[Workshop - Child Abuse Identification](#)

(<http://www.highered.nysed.gov/tcert/certificate/ca.html>)

[Workshop - School Violence Prevention and Intervention \(SAVE\)](#)

(<http://www.highered.nysed.gov/tcert/certificate/save.html>)

[Workshop - Coursework or Training in the Needs of Children with Autism](#)

(<http://www.highered.nysed.gov/tcert/autism.html>)

[Workshop - Training in Harassment, Bullying, Cyberbullying, and Discrimination in Schools: Prevention and Intervention \(DASA Training\)](http://www.highered.nysed.gov/tcert/certificate/dasa.html)

(<http://www.highered.nysed.gov/tcert/certificate/dasa.html>)

[Safety Net information](http://www.highered.nysed.gov/tcert/certificate/certexamsafetynets.html)

(<http://www.highered.nysed.gov/tcert/certificate/certexamsafetynets.html>)

[Inventory of Registered Programs](http://www.nysed.gov/heds/IRPSL1.html)

(<http://www.nysed.gov/heds/IRPSL1.html>)

[Certificate Codes for Bulk Program Recommendations](http://www.highered.nysed.gov/tcert/teach/certcodes.html)

(<http://www.highered.nysed.gov/tcert/teach/certcodes.html>)

College Recommendations:

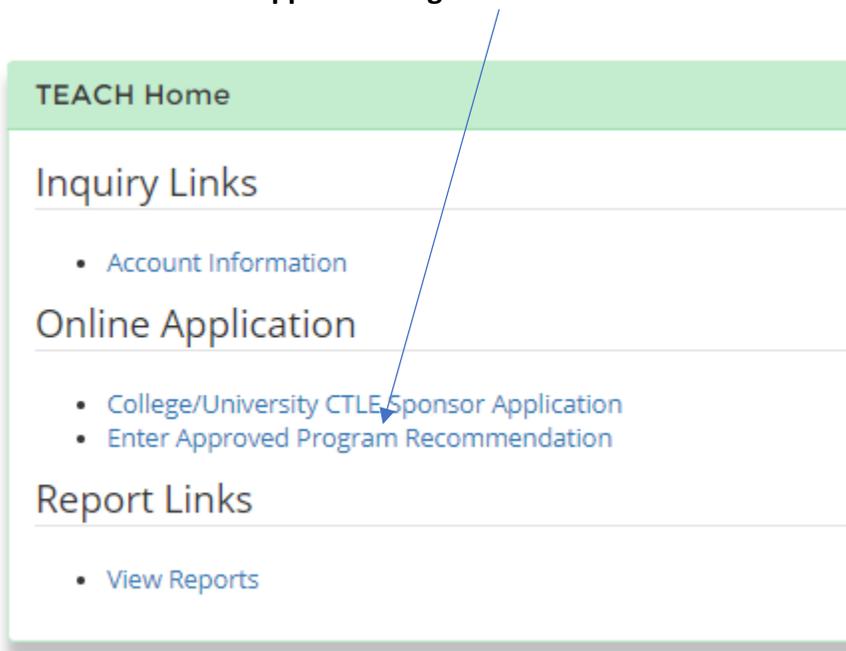
There are two ways that the TEACH system accepts college recommendations. One method allows the user to enter an individual recommendation. The other method allows the user to upload an entire batch of recommendations from a file that may be generated from the college's computer system or an Excel file.

Entering a College Recommendation for a Candidate

The NYS College User searches for a candidate in the TEACH system. If the applicant's record is found in the system, then the user will enter the College Recommendation into the person's record.

The process for entering a college recommendation is:

- a. [Log into the TEACH system](http://www.highered.nysed.gov/tcert/teach/home.html) (<http://www.highered.nysed.gov/tcert/teach/home.html>) using your college user ID and password.
- b. Click on the **Enter Approved Program Recommendation** link from TEACH Home.



- c. Click on the Enter Individual Recommendations link

Enter Approved Program Recommendation(s)

You may enter approved program recommendations for one applicant at a time or multiple applicants using a bulk recommendation process. Entering recommendations for one applicant at a time will require you to search for each individual and submit program completion and certificate information individually. The bulk recommendation process will allow you to submit program completion and certificate information for several individuals at a time using a specific record format.

To enter approved program recommendations for one applicant at a time, click on [Enter Individual Recommendations](#)

To understand the record format and submit recommendations for multiple applicants, click on [Enter Bulk Recommendations](#)

- d. Enter applicant's social security number and click **Search**.
- e. Select a record from search results and click **Enter Recommendation**.

- f. If a message is returned: Please review and correct the following errors on this page, “No matching Records found,” an approved program recommendation can still be entered by checking the “SSN Not Available” box next to the SSN and then clicking **Enter Recommendation**. The next screen will require entry of the following: first name, last name, and date of birth.

Search for Applicant

Please review and correct the following errors on this page:

- No Matching Records found

Search

To enter approved program recommendation, search for the applicant by entering his or her social security number. If you do not have the social security number, select "SSN Not Available" and click on Enter Recommendation.

*SSN - - SSN Not Available

Clear

- g. Select college recommendation details (award title, program, certificate, and degree date) from drop-down lists and click **Add**.
- If there are no selections in the drop-down boxes, contact the Office of Teaching Initiatives by emailing otiaadmin@nysed.gov. Include the exact program information you are looking for and the candidate’s name and last four digits of the SSN.
 - If the specific program is not found, first check your choices in the award title dropdown. If the award title is correct, check the [Inventory of Registered Programs](http://www.nysed.gov/heds/IRPSL1.html) (<http://www.nysed.gov/heds/IRPSL1.html>) to verify the program is still active. If you find the program on the IRP, again verify that the degree listed on the IRP matches your choice in the award title. If these are correct, email OTI and include the same information as above. If you do not find the program in the IRP, verify internally that the program is active and if it is active, contact the Office of College and University Evaluation at ocueinfo@nysed.gov or 518-474-1551.
- h. View updated screen with college recommendation listed in the table.
- i. Repeat step 3d until all recommendations for the applicant have been entered and appear in the table.
- j. Review the section that lists the recommendation(s) that were added. If a recommendation is incorrect, select the recommendation and click on the Remove button.

Applicant Personal Information

First Name [Redacted] Last Name [Redacted]
 Date of Birth [Redacted] SSN [Redacted]

Enter Institutional Recommendation Information

Click the Add button to repeat this process until all certificates you are recommending for this applicant appear in the table below.

• Institution: ADELPHI UNIVERSITY
 • Award Title: MASTER OF SCIENCE
 • Program Code/Name: 26398 - CHILDHOOD SPECIAL EDUCATION
 • Certificate Title and Type: Students With Disabilities (Grades 1-6) - Initial Certificate
 • Degree Date: 04/02/2018

[Add](#)

Enter Institutional Recommendation Information

Select	Institution	Degree Granted	Date	Title Groups
<input type="radio"/>	ADELPHI UNIVERSITY	MASTER OF SCIENCE	04/02/2018	Classroom Teacher - Students With Disabilities (Grades 1-6) - Initial Certificate

[Remove](#)

By submitting this recommendation I certify that the individual recommended has completed, in its entirety, a program of teacher preparation registered by the New York State Education Department leading to the certificate title for which he/she is recommended. This recommendation is made in accordance with NYCRR 52.21, 80-2 and 80-3.

[Cancel](#) [Sign and Enter Statement](#)

- k. Read the statement and if you agree, click **Sign and Enter Statement**.
- l. View the College Recommendations Entered Summary which displays all recommendations entered during this session. Users can print a copy for their records.

Teach System

The college recommendation(s) entered on April 2, 2018 are listed below.

Recommendations

Last Name	First Name	SSN	Certificates Recommended
[Redacted]	[Redacted]	[Redacted]	Classroom Teacher - Students With Disabilities (Grades 1-6) - Initial Certificate

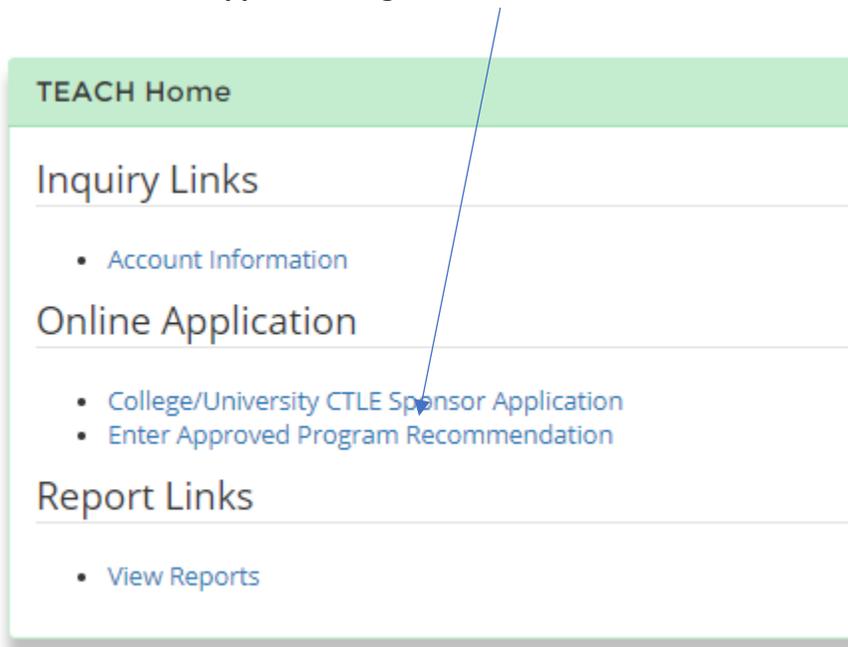
[Done](#) [More Recommendations](#)

- m. To continue entering recommendations for another person, click **More Recommendations**. To end the recommendation entry process, click **Done**.
- n. If you find you entered a recommendation in error after you submitted the recommendation, email otiaadmin@nysed.gov as soon as you realize the mistake, with the student's name, last four digits of the SSN, the date of birth and the recommendation that was entered incorrectly.

Entering Bulk Recommendations:

A College may enter multiple College Recommendations for multiple applicants at one time by using the bulk recommendation process.

- a. Log in to TEACH using your college user ID and password by going to: <http://www.highered.nysed.gov/tcert/teach/home.html> .
- b. Click on the **Enter Approved Program Recommendation** link from TEACH Home.



- c. Click on the Enter Bulk Recommendations link

Enter Approved Program Recommendation(s)

You may enter approved program recommendations for one applicant at a time or multiple applicants using a bulk recommendation process. Entering recommendations for one applicant at a time will require you to search for each individual and submit program completion and certificate information individually. The bulk recommendation process will allow you to submit program completion and certificate information for several individuals at a time using a specific record format.

To enter approved program recommendations for one applicant at a time, click on [Enter Individual Recommendations](#)

To understand the record format and submit recommendations for multiple applicants, click on [Enter Bulk Recommendations](#)

- d. For detailed information on the file layout click on the words “Click here.”

Enter Approved Program Recommendations For Multiple Applicants

General Guidelines

Entering recommendations for multiple applicants will require you to follow a specific file format for each record.

[Click here](#) for the file format and sample records.

- Use the text box below to enter or cut and paste your recommendations in the specified format. You may submit up to 500 records in each session.

- e. You may either enter records into the text box using the format required, or you may cut and paste a file into the text box using the format required. When the information has been entered in the text box, click **Submit**.

Office of Teaching Initiatives
Boston

Enter Approved Program Recommendations For Multiple Applicants

General Guidelines

Entering recommendations for multiple applicants will require you to follow a specific file format for each record.

[Click here](#) for the file format and sample records.

- Use the text box below to enter or cut and paste your recommendations in the specified format. You may submit up to 500 records in each session.
- The system will accept and store all valid recommendations and will report an error message for each unaccepted recommendation. The unaccepted recommendations may be corrected and resubmitted for each applicant individually or for multiple applicants using this process.
- Please note that the system may take several minutes to process your request. It may take approximately 1 minute to process 50 records. Consider using this process during off peak hours i.e., after 5pm or before 7am. Do not cancel or close the browser until you receive response from the system.

Please enter or cut and paste your recommendations in the text box below:

```
500050505.Smith,Jane,L,10/10/1950,06/03/2004,26434,507,334000,082,3013
500050505.Smith,Janet,L,10/10/1950,06/03/2004,26434,507,334000,082,3013
500050505.Smith,Janeice,L,10/10/1950,06/03/2004,26434,507,334000,082,3013
500050505.Smith,Janese,L,10/10/1950,06/03/2004,26434,507,334000,082,3013
500050505.Smith,Jenese,L,10/10/1950,06/03/2004,26434,507,334000,082,3013
```

Cancel Submit

- f. After submitting the bulk recommendation, the user views the Approved Program Recommendations Transaction Summary screen. The summary confirms the recommendations have been entered and saved in the system.

NYS Department of Education
Office of Teaching Initiatives

Home Search Topics A-Z Logout

Jenese Gaston

Approved Program Recommendations Transaction Summary

Thank you for entering approved program recommendations.

The information you entered have successfully been processed and stored in our system. This information will be used for evaluation of teacher certificate applications submitted by those individuals via approved program pathway.

For a report of all recommendations submitted by your institution, you may access the View Reports function from your TEACH Home page.

OK

If you find you entered a recommendation in error after you submitted the recommendation, email otiaadmin@nysed.gov as soon as you realize the mistake, with the student's name, last four digits of the SSN, the date of birth and the recommendation that was entered incorrectly.

Bulk Recommendations File Format:

When the college user enters or cuts and pastes bulk recommendations in the text box in the Entered Approved Program Recommendations for Multiple Applicants Screen, the bulk recommendations must be entered in the specific file format displayed below.

Field Name	Max # Characters	Format	Description
SSN	9	ALPHANUMERIC	9 digit ssn (no dashes)
LAST-NAME	30	ALPHANUMERIC	Last name
FIRST-NAME	15	ALPHANUMERIC	First name
MI	1	ALPHANUMERIC	Middle initial
DOB	10	ALPHANUMERIC	Date of birth (mm/dd/yyyy)
PROGRAM-DT	10	ALPHANUMERIC	Program date (mm/dd/yyyy)
PROGRAM-CODE	5	NUMBER	Program code
AWARD-CODE	4	NUMBER	Award code
INSTITUTION-ID	6	NUMBER	Institution id
CERTIFICATE-TYPE	3	NUMBER	Certificate type
TITLE-CODE	4	NUMBER	Subject-level code

All fields are mandatory except for the middle initial. Commas separate each field name, and no spacing between field names is necessary.

A sample recommendation entered in the specified format is:

500050505,Swagler,Jane,,10/10/1950,06/03/2004,26434,507,334000,082,3013

This sample shows:

- **500050505** as Social Security Number
- **Swagler** as the Last Name
- **Jane** as the First Name
- **Middle Initial** has not been provided as it is not a necessary data field
- **10/10/1950** as Date of Birth
- **06/03/2004** as Program Date
- **26434** as Program Code
- **507** as Award Code
- **334000** as Institution ID
- **082** as Certificate Type
- **3013** as Title Code

6.0 Account Information

The Account Information link allows College users to view selected candidate information for its students. A College user can view the education, work experiences, certificates, fingerprinting message, test status, workshops, and college recommendations for a student. These categories are described in detail below.

- a. Select **Account Information** from TEACH Home.
- b. Enter the SSN to search for a student.
- c. Select record from search results.
- d. View overview information about the person. Select categories to view more information and click **Go**.

The College user can select one or more categories in the box and click the “Go” button to view the details.

This will return the fields that were selected. In the example below, the following were selected:

- a. Education
 - I. This section is divided into two sections: Self-Reported Education and Verified Education. Self-Reported Education is education that has been entered by the applicant. Verified Education is a record of official transcript(s) that has been submitted to SED by a college or university.
- b. College Recommendations
 - I. This section reflects all recommendations that have been entered for the student since TEACH was implemented in March 2006.
- c. Work Experience
 - I. This section is divided into two sections: Self-Reported Occupational Experience and Self-Reported Teaching/School Experience.
- d. Certificates
 - I. This section is divided into two sections: Certificates and Applications. The Certificates table displays certificates that have been issued, expired, revoked, suspended, surrendered and applications that are withdrawn, disapproved or denied for the person. The Certificate Application table displays any pending applications for the person. If an approved program pathway application is “Not Ready for the Review,” the application fee is unpaid or the recommendation for the certificate is not entered in TEACH. If the application fee is paid and the recommendation is entered in TEACH, yet the application status is “Not Ready for Review” or “Review Complete – Pending Information,” contact OTI.
- e. Test Scores
 - I. The Test Score table displays the results of any test information received by SED.
- f. Workshops
 - I. Workshop completions recorded in this section are based on OTI’s receipts of paper certificates of completion or electronic reporting by approved providers. If a person has a college recommendation, the workshops will not show here based solely on the recommendation.
- g. Fingerprinting: one of the following messages will appear below the workshops table:
 - I. TEACH does not have your fingerprint information. If you have been fingerprinted by NYCDOE, go to <http://schools.nyc.gov/Offices/DHR/Fingerprinting+Employee+IDs+and+Smart+Cards.htm> or Phone:1-718-935-4000. For all others, please contact MorphoTrust at <http://www.identogo.com>. Phone:1-877-472-6915.
 - II. We have received your fingerprint information from NYC.
 - III. Your DCJS and FBI results have been received.

Account Information

Person Information

Name	[Redacted]	SSN	[Redacted]
Date of Birth	[Redacted]	Teacher Id	[Redacted]
Gender	[Redacted]	Address	[Redacted]

Select information you want to view

i 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
- Fingerprinting
- Test Scores
- Workshops
- Superintendent Statements
- College Recommendations
- Retirement

Go

You must list all High School and College/University education information, including non-degree coursework.

Self-Reported Education

College/ University	Location	Program	Award Title	From	To	Credits Received
ART INSTITUTE OF NYC	NY, US		DR	08/21/2008	05/15/2012	260
ST JOHN FISHER COLLEGE	NY, US	SCHOOL BUILDING LEADERSHIP	MSED	09/16/2011	12/15/2012	32
SUNY BINGHAMTON	NY, US		MA	12/01/2013	12/01/2017	126
SUNY BINGHAMTON	NY, US	CHILDHOOD/EARLY CHILDHOOD, LITERACY ED	MSED	09/01/2013	12/01/2017	160

Official transcripts must be submitted before self-reported education can be verified. All transcripts must include identifying information, your name exactly as it appears in TEACH, the last four digits of your Social Security Number and your date of birth.

Verified Education

College/ University	Degree	Major	Award Date	Credits Received	Date Received
<i>No Data Found</i>					

College Recommendations

Institution	Program	Award	Degree Date	Recommended Credential	Created By
<i>No Data Found</i>					

Non-teaching experience for Career and Technical Applications

Self-Reported Occupational Experience

Employer Name	Start Date	End Date	Full/Part Time	Summary of Experience
SCHOOL OF GREATNESS	03/06/2012	03/06/2015	Full Time	I AM A GREAT TEACHER WHO TAUGHT MEDIA COMM TO GRADES 7-12. I DID ALL THINGS A GOOD TEACHER DOES

All Birth-Grade 12 school employment must be listed. All self-reported experience must be verified by the employer directly. Please use the appropriate form found at: <http://www.highered.nysed.gov/tcert/certificate/form.html>

Self-Reported Teaching/School Experience					
Name of School and Location	Public School	Start Date	End Date	Full/Part Time	Summary of Experience
Some Private School, Some City	No	09/01/2010	10/26/2012	Full Time	I am presently employed at this school. I teach art to prek-6th grade

Certificates							
Credential	Status	Application Type	Issued / Effective Date	Original Exp. Date	Time Extended Exp. Date	Control Number	
Dance, Initial Certificate	Withdrawn	CERTIFICATE					
School Building Leader, Internship Certificate	Withdrawn	CERTIFICATE					
Media Communications 7-12, Initial Certificate	Withdrawn	CERTIFICATE					
Students With Disabilities - Grades 7-12 - Generalist, Initial Certificate	Withdrawn	CERTIFICATE					
School Building Leader, Initial Certificate	Withdrawn	CERTIFICATE					
Teaching Assistant, Level I	Disapproved	CERTIFICATE					
Visual Arts, Initial Certificate	Disapproved	CERTIFICATE					

Applications are valid for three years or two evaluations, whichever comes first.

Applications								
Credential	Cert Path	Application Type	Status	Application Date	Evaluation History	Discipline Hold?	Application Paid?	
Childhood Education (Grades 1-6), Initial Certificate	Pathway: Approved Teacher Preparation Program 05/01/2014	Certificate	Not Ready For Review	12/27/2017	View Evaluation History	N	N	

Test Scores			
Test Name	Test Date	Test Result	Raw Score
<i>No Data Found</i>			

Workshops			
Workshop	Date of Training	Date Created	Created By
<i>No Data Found</i>			

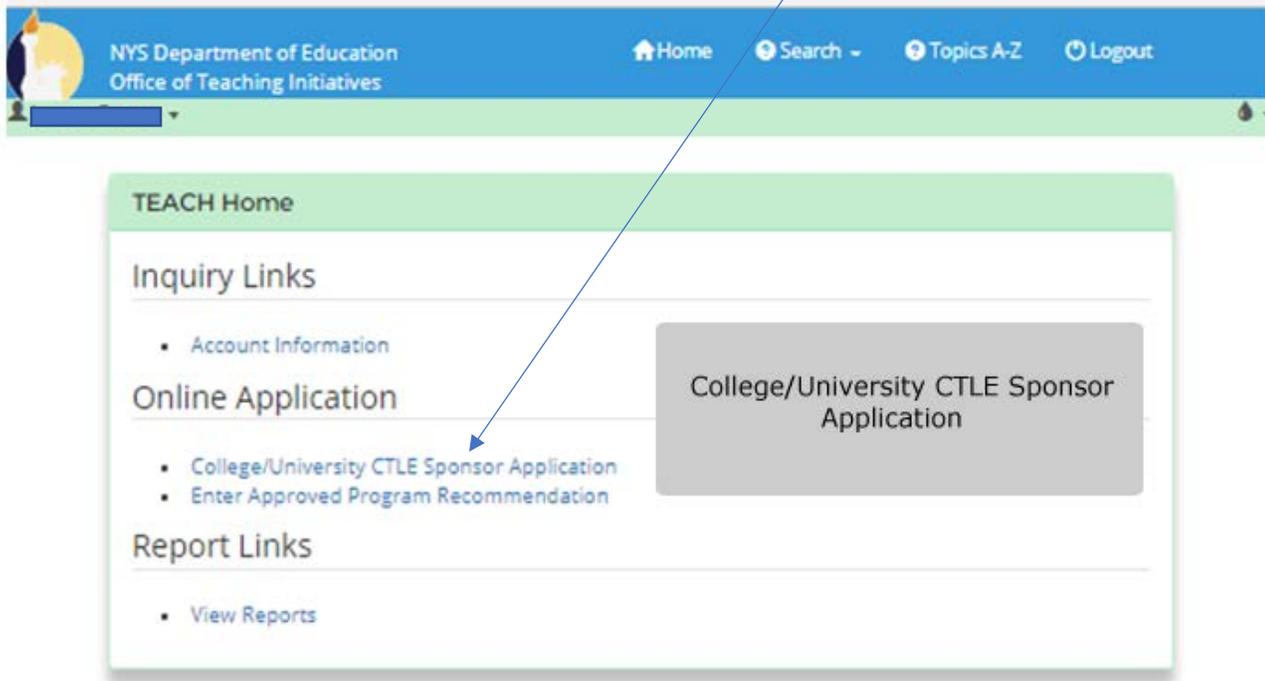
Teach does not have your fingerprint information. If you have been fingerprinted by NYCDOE go to: <http://schools.nyc.gov/Offices/DHR/Fingerprinting+Employee+IDs+and+Smart+Cards.htm> or Phone:1-718-935-4000. For all others, please contact MorphoTrust at:<http://www.identogo.com>. Phone:1-877-472-6915.

Done

7.0 Enter College/University CTLE Application

New York Colleges and Universities with approved teacher/leader/PPS programs are not automatically approved as CTLE providers. If a New York Institution with approved teacher/leader/PPS programs wants to become an approved sponsor of CTLE, the IHE completes the attestation through TEACH.

The College TEACH user clicks on the College/University CTLE Sponsor Application link.



The College TEACH user reads the information on the CTLE application page.

CTLE Application

Pursuant to Section 80-6 of the Regulations of the Commissioner of Education, the Continuing Teacher and Leader Education (CTLE) to be provided will be presented by faculty or individuals that have been trained and who have demonstrated their competence to offer the coursework or training which, at a minimum;

will be presented by professional developers that have demonstrated their competence to offer the coursework or training and activities; and

Pursuant to both the new law and the Regulations, acceptable CTLE “shall mean activities designed to improve the teacher or leader’s pedagogical and/or leadership skills, targeted at improving student performance, including but not limited to formal CTLE activities. Such activities shall promote the professionalization of teaching and be closely aligned to district goals for student performance which meet the standards prescribed by regulations of the Commissioner.”

the coursework or training will be conducted through use of a various instructional methods which, at a minimum:

- a. will expand educators’ content knowledge and the knowledge and skills necessary to provide developmentally appropriate instructional strategies and assesses student progress;
- b. is research-based and provides educators with opportunities to analyze, apply, and engage in research;
- c. is designed to ensure that educators:
 - 1. have the knowledge, skill, and opportunity to collaborate to improve instruction and student achievement in a respectful and trusting environment;
 - 2. have the knowledge and skill to meet the diverse needs of all students;
 - 3. have the knowledge and skill to create safe, secure, supportive, and equitable learning environments for all students;
 - 4. have the knowledge, skills, and opportunity to engage and collaborate with parents, families, and other community members as active partners in children’s education;
- d. uses disaggregated student data and other evidence of student learning to determine professional development learning needs and priorities, to monitor student progress, and to help sustain continuous professional growth;
- e. promotes technological literacy and facilitates the effective use of all appropriate technology; and
- f. evaluates using multiple sources of information to assess its effectiveness in improving professional practice and student learning.

I attest that all CTLE activities and coursework that is provided will be aligned to NYSED standards in content area(s), pedagogy and language acquisition addressing the needs of English language learners, pursuant to Section 80-6.3 of Commissioner’s Regulations.

Back

Next

If the college/university agrees, by clicking next they are attesting that all CTLE activities and coursework that is provided will be aligned to NYSED standards in content area(s), pedagogy and language acquisition addressing the needs of English language learners, pursuant to Section 80-6.3 of Commissioner’s Regulations.

On the next screen, the college/university will enter the name of the primary institution contact and the email address of the primary institution contact.

You will be informed by email when your application has been reviewed.

If your District is approved as a CTLE sponsor, you will receive a Sponsor number which will be used on all coursework/training records.

CTLE Information

Digital Signature

I hereby certify that the attestation and information submitted in this application is true and accurate. I also understand that the authorized electronic signature (User ID and password) used to submit this application has the same legal validity and enforceability as a written signature.

- Name of District Superintendent/Primary Institution Contact
- Email address of Superintendent/Primary Institution Contact
- Signed this date

Submit

By submitting, the application is final. After review by the Office of Teaching Initiatives, and when the attestation/application is approved by NYSED, an email will be sent from ctlesponsor@nysed.gov with your

“Approved Sponsor Identification Number” to be used on all records and certificates of completion issued. The administrator’s TEACH account should have current information and a valid email address.

Approved sponsors must issue a certificate of completion for each activity either electronically or on paper; maintaining records for eight years and must include some type of identifier to attribute the activity to an individual. The identifier cannot be the “Teacher ID.”

[Additional information regarding CTLE](http://www.highered.nysed.gov/tcert/resteachers/ctle.html) (<http://www.highered.nysed.gov/tcert/resteachers/ctle.html>)