Reissuance, Renewal and Time Extensions:
A Step-by-Step Guide

Step 1:
Check the chart to see if you are eligible for any of the additional time on your certificate.

Was the applicant issued a Time Extension (TE) or Initial Reissuance (IR)/Provisional Renewal (PR) on or before August 1, 2023?

- **No**
- Issued both a TE and IR/PR
- Issued IR/PR only (not a TE)
- Issued TE only (not an IR/PR)

Can receive **both** an IR/PR (First) and IR/PR (Second)
Can receive **neither** an IR/PR (First) or an IR/PR (Second)
Can receive an IR/PR (Second) only
Can receive an IR/PR (Second) only

Please keep in mind that if you have already had a time extension, renewal, OR a reissuance in the past and are only eligible for the Second Reissuance or Renewal, that you will have to complete the requirements and apply for the Permanent/Professional within the five-year window; there are no other avenues for additional time after that.

Step 2: If you are eligible for one of the new additional time certificates, please do the following:
1. Log into your Teach account

![Login to Teach](image-url)
2. Click on "Apply for Certification" (you may be asked to confirm your information-this is completely normal. Please make any updates as needed)

3. Follow the dropdowns through to the last one. When you get to "Select a Type of Certificate", please choose the one you are eligible for. In this example, they are eligible for an Initial Reissuance (First) because they have not had a time extension or reissuance before.

Once you’ve made your selection, click add.

4. You will be prompted through another series of screens which includes a payment page. Your application cannot be reviewed until it is paid.

5. Once you have an application on file, you will also need to send in the attestation.
Please use these resources to see the documentation and instructions for each type of additional time.

Reissuances: https://www.highered.nysed.gov/tcert/certificate/reissue.html


Time Extensions: https://www.highered.nysed.gov/tcert/certificate/timeext.html