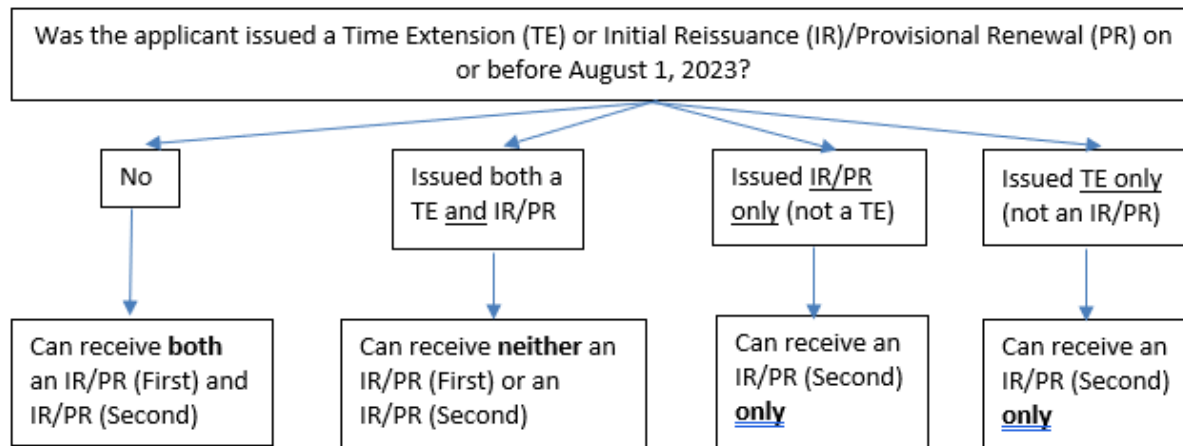


# Reissuance, Renewal and Time Extensions: A Step-by-Step Guide

## Step 1:

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



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](#)

The screenshot shows the NYS Office of Teaching Initiatives website. The header includes the NYS logo and the text "Office of Teaching Initiatives". Below the header is a navigation menu with links for "Educator Resources", "Certification", "Fingerprinting", "TEACH System", "Topics A-Z", and "Certificate Holder Lookup". The main content area is titled "TEACH System" and contains a "List of TEACH Services" sidebar on the left. The main content area features a "TEACH Online Services" section with a red text block explaining how to monitor application progress. Below this is a "Login to TEACH" button, followed by a note that TEACH is compatible with Google Chrome and Microsoft Edge. A "TEACH Log In issues?" section provides instructions for resolving login problems, including deleting browser history. At the bottom, there is a "Forgot your Username or Password?" link with a "Click Here" button.

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

The screenshot shows the TEACH Home dashboard with a green header. Below the header are five sections, each with a title and a list of links:

- Profile Links**
  - [Update/Add Education, Employment and Personal Information](#)
- Inquiry Links**
  - [Account Information](#)
  - [View or Change Registration Status](#)
- Online Application**
  - [Apply for Certificate](#) (highlighted in yellow)
  - [I would like a printed certificate](#)
  - [Apply for a Time Extension](#)
  - [Manage My Certificates](#)
- Payment Links**
  - [Pay for Certificate Application](#)
- Retiree Links**
  - [Apply for a Retirement Waiver](#)

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.

The screenshot shows the "New Certificates and Applications" form. It contains five dropdown menus for selection:

- Select your Area of Interest:** Classroom Teacher
- Select your Subject Area:** English
- Select the Grade Level:** Adolescent - Grades 7-12
- Select the Title:** English Language Arts 7-12
- Select your Certificate Type:** Initial Reissuance (First)

Below the dropdowns is a blue "Add" button and a note: "Please make your selections and then click the 'Add' button."

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>

Renewals: <https://www.highered.nysed.gov/tcert/certificate/provisional-renewal.html>

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