



# TEACH

## Teacher Tenure User Manual

### School District Role

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## Overview of Changes

The purpose of the modifications of the existing TEACH system is to facilitate the implementation of the April 1, 2012 changes to Education Law §3020-a. The goals of the legislation were twofold – to reduce the length of time for the cases to be resolved and to reduce the overall costs of these cases. This training manual provides specific information about how to use the TEACH system for each specific role.

### School District Role

When Education Law §3020-a charges are voted on by the Board of Education, the school district will no longer mail copies of the charges to the Teacher Tenure Hearing Unit. School districts are responsible for managing these cases through TEACH.

The school district TEACH Homepage will now have a new link for all new teacher tenure cases. This manual will show school districts how to:

- create a teacher tenure case;
- enter the school district and employee law firm information;
- enter a hearing request;
- view case information;
- upload, download and view relevant documents; and
- close a case before a hearing officer has been assigned.

### TEACH Homepage

The screenshot shows the TEACH Homepage interface. At the top, there is a navigation bar with the New York State Education Department logo and links for 'TEACH Home', 'Search Certification Requirements', 'Logout', and 'Development Tools'. Below the navigation bar is a sidebar with a vertical stack of images labeled 'Inspire', 'Motivate', 'Shape', and 'Influence', with the word 'TEACH' in a yellow box at the bottom. The main content area is titled 'TEACH Home' and contains several sections of links:

- Fingerprinting Links**
  - Enter Fingerprint Application on Behalf of Applicant
  - View Fingerprinting Clearance Status
  - Request Clearance
  - Enter Hire/Termination Dates
  - Pay for Fingerprint Applications
- Inquiry Links**
  - Account Information
- Online Application**
  - Enter Superintendent statement
- Professional Development**
  - Report Professional Development Hours
  - Enter Professional Dev. Batch Data
  - Professional Development Report
- Report Links**
  - View Reports
  - OSPRA Adverse Action Report
- Retiree Links**
  - Enter a Retirement Waiver Statement
- Teacher Tenure**
  - Teacher Tenure Case Administration

The 'Teacher Tenure Case Administration' link is circled in red. A callout box with a black border and white background, containing the text 'Teacher Tenure Case Administration link', has an arrow pointing to this link.

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# Step 1 – Find the Employee

1. Search for the employee subject to the tenure charges by entering the person's SSN. Then click the "SEARCH" button

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TEACH Home | Search Certification Requirements | Logout | Development Tools

### School District Teacher Tenure Case Search

SSN : [ ] - [ ] - [ ]

Search Clear

Cancel

2. Once you have located the employee, click "CREATE CASE".

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TEACH Home | Search Certification Requirements

### School District Teacher Tenure Case Search

SSN : 111 - 11 - 2000

Search Clear

Search Results

Personal Information

Name : Roger V. Langley      SSN : 111-11-2000  
Date of Birth : 01/12/1938      Teacher Id: 1000904  
Gender : Male

Page : 1

School District	Case #	Case Status	Case Created Date	Case Closed Date	Probable Cause Date	Case Type
No Case Information Found						

Page : 1

Create Case

Cancel

## Step 2 – Verify the Address

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TEACH Home | Search Certification Requirements | Log Out

### Teacher Tenure Address Verification

Personal Information

Name : Roger V. Langley

If the address you have on file for the educator matches the one displayed below, please select "Use Current Address on File" and click on the "Next" button. If you have a different address, please select "Enter a New Address" fill out the information and click on the "Next" button.

Use current Address on file:

Enter a new Address:

No Current Address on File

Previous Next

3. Review to make sure the address information on TEACH is correct, select the corresponding radio button, then click "NEXT".

### Teacher Tenure Address Verification

Personal Information

Name : Roger V. Langley

If the address you have on file for the educator matches the one displayed below, please select "Use Current Address on File" and click on the "Next" button. If you have a different address, please select "Enter a New Address" fill out the information and click on the "Next" button.

Use current Address on file:

Enter a new Address:

Contact Information

United States Mailing Address

\*Street Address :

Apt :

\*Zip Code :

\*City :

\*State/Province :

International Mailing Address

\*Address 1 :

Address 2 :

\*City :

State/Province :

\*Country :

\*Foreign Postal Code :

Previous Update Address

4. If the address information is incorrect, enter the correct information, and then click "UPDATE ADDRESS".

## Step 3 – Enter the Case Information

5. Select case type from the dropdown. Most will be “Standard”. Select “Expedited – failure to maintain certification” if the case is based solely on the failure to be certified. Select “Expedited 3012(c)” if the case is based on the new teacher evaluation law. Check with your school attorney if you are unsure. Enter the board vote date and the date you created the case on the TEACH system.

6. Enter the school law firm information. Select one from the dropdown list of law firms. If your law firm is not listed, enter the law firm contact information so that OSPRA may contact the firm to create a TEACH account for them.

7. Enter the type of case charges by checking the appropriate boxes. Check with your school attorney if you are unsure.

8. Click “SUBMIT” to upload the charges and to complete the case creation process.

The screenshot shows the 'Teacher Tenure Create Case' form. The 'Active Case Information' section includes fields for TTHU Case ID (NEW CASE), Filing Institution ID (800000035422), School Name (ABBOTT UNION FREE SCHOOL DISTRICT), Case Type (dropdown), Probable Cause/Board Vote Date, Case Open Date, and Days left until 125 Day Evidence Rule and Decision is Due. The 'Attorney Information' section includes a dropdown for School Attorney, Firm Name, Phone Number, Primary Firm Contact, and Email Address. The 'Case Charges' section has a list of checkboxes for charges: 1 - Immoral Character, 2 - Lack Of Certification, 3 - Incompetence, 4 - Misconduct, 5 - Conduct Unbecoming, 6 - Neglect Of Duty, 7 - Insubordination, and 9 - Sexual Harassment. The 'Uploaded Document(s) associated with this case' section is currently empty. The 'Submit' button is circled in red.

## Step 4 – Upload Charges and Charge Transmittal

9. Use this screen to upload all documents for this case. Select the file type from the dropdown menu. **Charges must be uploaded when the case is created.**

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TEACH Home | Search Certification Requirements | Logout

You MUST upload any documents associated with this file. TTHU has implemented a paperless system. If you need assistance, or you are unable to upload your documents, you must contact [tenure@mail.nysed.gov](mailto:tenure@mail.nysed.gov).

You may browse your computer to locate the file (i.e., 3020-a charges, Hearing Request/Waiver, Decision, Motions, Transcripts, etc.). Common document file types are preferred, such as doc and pdf, although all Windows file types are supported. Maximum file size is 100 MB. Files larger than 100 MB must be split into more than one upload or saved at a lower resolution on your computer before uploading. You may upload as many files as necessary.

Please wait until each upload is complete before leaving this screen or uploading another file. **When done uploading files, please select the "Done" button.**

File Type:

Please describe the contents of this file if necessary (500 Character Limit):

10. Click “BROWSE” to find the file on your own computer to upload. Then type a short description in the text box. Then click “UPLOAD”.

11. This message appears if the file upload was successful.

***File Uploaded Successfully! Repeat the process to upload additional files.***

If there was an error uploading your file, this message will appear:

***A problem occurred with the upload.***

Repeat to load more files. After the file upload, click “DONE”.

12. The case creation process is complete!  
Get case number here.

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TEACH Home | Search Certification Requirements | Logout | **Success Message**

ABBOTT UNION FREE SCHOOL DISTRICT vs. Roger Langley  
Case ID# is 16438

When you are finished reviewing the information please click the Teach Home link at the top of the page.

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# Step 5 – Enter Hearing Request

12. Locate the teacher on TEACH using his or her SSN, then click "SEARCH".

13. If the teacher has filed a request for a hearing, select the radio button for the correct case (if the school district has more than one pending against the teacher, more than one case will be in this table), and then click "REQUEST HEARING".

School District	Case #	Case Status	Case Created Date	Case Closed Date	Probable Cause Date	Case Type
ABBOTT UNION FREE SCHOOL DISTRICT	16438	Open	02/04/2013		02/03/2013	Standard

14. Enter the date of the hearing request. Select hearing panel or hearing officer from the drop-down. If you are unsure, consult your school district attorney.

15. Select the name of the teacher's law firm from the dropdown.

## Step 5 – Enter Hearing Request (Continued)

**Personal Information**  
Name : Roger V. Langley

**Case Information**  
Active Case ID : 16438  
Filing Institution : 800000035422  
Case Open Date : 02/04/2013  
Legal Name :  
Probable Cause Date :

**Hearing Request Information**  
Date of Response:  (mm/dd/yyyy)  
Hearing by Panel or Hearing Officer: ---Select---

Enter information about respondent's legal representation in this matter by selecting one of the radio buttons below.

Select law firm from dropdown: ---Select---  
 Law firm is not listed or respondent does not have an attorney

**Law Firm Contact Information**  
You must enter contact information for respondent's law firm so that a TEACH account can be created for them. If the respondent is appearing without an attorney, please provide respondent's contact information.

Firm Name:   
Primary Contact:   
Phone Number:   
Email Address:

Previous Submit

16. If the teacher's law firm is not in the dropdown, or the teacher is representing himself or herself, select this radio button.

17. Enter lawyer contact information here, so that OSPRA can contact the law firm to create a TEACH account for them.

18. When done entering the law firm information, click "SUBMIT".



## Step 6 – Upload the Hearing Request

19. Use this screen to upload all documents for this case, including the Hearing Request. Select the file type from the dropdown menu.

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TEACH Home | Search Certification Requirements | Logout

You MUST upload any documents associated with this file. TTHU has implemented a paperless system. If you need assistance, or you are unable to upload your documents, you must contact [tenure@mail.nysed.gov](mailto:tenure@mail.nysed.gov).

You may browse your computer to locate the file (i.e., 3020-a charges, Hearing Request/Waiver, Decision, Motions, Transcripts, etc.). Common document file types are preferred, such as doc and pdf, although all Windows file types are supported. Maximum file size is 100 MB. Files larger than 100 MB must be split into more than one upload, or saved at a lower resolution on your computer before uploading. You may upload as many files as necessary.

Please wait until each upload is complete before leaving this screen or uploading another file. *When done uploading files, please select the "Done" button.*

File Type:

Please describe the contents of this file if necessary. (500 Character Limit):

20. Click “BROWSE” to find the file on your own computer to upload. Then type a short description in the text box. Then click “UPLOAD”.

21. This message appears if the file upload was successful.

***File Uploaded Successfully! Repeat the process to upload additional files.***

If there was an error uploading your file, this message will appear:

***A problem occurred with the upload.***

Repeat to load more files. After the file upload, click “DONE”.

### Additional Hearing Request Information

Please be advised that AAA receives the hearing request information immediately and will be generating a hearing officer list at the school district’s expense. The school district will receive an invoice directly from AAA. A payment for the amount of the invoice must be sent directly to AAA. Do not send a check to the Teacher Tenure Hearing Unit.

## Step 7 – View Case Information

22. Locate the teacher on TEACH using his or her SSN, then click “SEARCH”.

23. To view the case information, including: law firm information; hearing officer information, the dates the charges were voted upon; the days remaining until the case must be resolved; and to upload, download or view documents associated with this case, select the radio button for the correct case (if the school district has more than one pending against the teacher, more than one case will be in this table), and then click “VIEW CASE”.

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TEACH Home | Search Certification Requirements | Logout | Develop

School District Teacher Tenure Case Search

SSN : [ ] - [ ] - [ ]

Search Clear

Cancel

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TEACH Home | Search Certification Requirements | Logout | Develop

School District Teacher Tenure Case Search

SSN : 111 - 11 - 2000

Search Clear

Search Results

Personal Information

Name : Roger V. Langley SSN : 111-11-2000  
Date of Birth : 01/12/1938 Teacher Id : 1000904  
Gender : Male

Page : 1

Case Information							
	School District	Case #	Case Status	Case Created Date	Case Closed Date	Probable Cause Date	Case Type
<input type="radio"/>	ABBOTT UNION FREE SCHOOL DISTRICT	16438	Open	02/04/2013		02/03/2013	Standard

Page : 1

Create Case View Case Request Hearing Close Case

Cancel

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## Step 7 – View Case Information (Continued)

**Teacher Tenure Create Case**

**Personal Information**  
Name: Roger V. Langley

**Active Case Information**  
TTHU Case ID: 16438

Filing Institution ID: 80000035422 School Name: ABBOTT UNION FREE SCHOOL DISTRICT

\*Case Type: Standard  
\*Probable Cause/Board Vote Date: 02/03/2013  
\*Case Open Date: 02/04/2013  
Days left until 125 Day Evidence Rule: 67  
Days left until Decision is Due: 97

**Attorney Information**  
Please select the name of the school law firm from the drop-down list below. If your law firm is not listed, please provide contact information so that TTHU staff may contact the law firm to set up a TEACH account.

**Applicant Attorney**  
\*Firm Name: Panza and Evans  
\*Phone Number: 5555555555  
\*Primary Firm Contact: Demo Admtwo  
\*Email Address: dmarrriot@mail.nysed.gov

**School Attorney**  
\*Firm Name: Marriott and Reed  
\*Phone Number: 1231231122  
\*Primary Firm Contact: Demo Admone  
\*Email Address: dmarrriot@mail.nysed.gov

**Hearing Officer Information**

**Case Charges**  
(Select all that apply)

1 - Immoral Character  
 3 - Incompetence  
 5 - Conduct Unbecoming  
 7 - Insubordination  
 9 - Sexual Harassment

2 - Lack Of Certification  
 4 - Misconduct  
 6 - Neglect Of Duty  
 8 - Corporal Punishment

**Uploaded Document(s) associated with this case**  
Please upload all document(s) associated with this case (charges, hearing request/waiver, transcripts, decision, etc.).

Select	File Description	File Name	File Type	Created By	Date Created	Click to Preview	Click to Download
<input type="radio"/>	Charges	Sample Charges.doc	application/octet-stream	DMARRIOT	2013-03-30 13:26:08.0		<a href="#">Download</a>
<input type="radio"/>	Hearing Request/Waiver	3020a.Hearing Request.Waiver.doc	application/msword	DMARRIOT	2013-04-01 13:32:49.0		<a href="#">Download</a>
<input type="radio"/>	Charges Transmittal	3020a.Charge Transmittal.doc	application/msword	DMARRIOT	2013-04-01 13:33:08.0		<a href="#">Download</a>

24. Relevant date information and days remaining is displayed here.

25. Law firm information is displayed here.

26. Hearing officer information (if one has been selected) is displayed here.

27. View, download, and upload documents here.

## Step 8 – If Case is Resolved Without a Hearing, Enter Case Closure Information

28. Locate the teacher on TEACH using his or her SSN, then click "SEARCH".

29. Use this option if:

- the teacher has waived a hearing;
- the case was unilaterally withdrawn by the district prior to the hearing request and not resolved with a formal settlement; or
- the case was settled with a formal settlement agreement.

Select the radio button for the correct case (if the school district has more than one pending against the teacher, more than one case will be in this table), and then click "CLOSE CASE". Note, this button will not be available once a Hearing Officer has been selected. At that point, only the Hearing Officer will be able to enter case closure information.

Personal Information

Name : Roger V. Langley      SSN : 111-11-2000  
 Date of Birth : 01/12/1988      Teacher Id: 1000904  
 Gender : Male

Page : 1

	School District	Case #	Case Status	Case Created Date	Case Closed Date	Probable Cause Date	Case Type
<input checked="" type="radio"/>	ABBOTT UNION FREE SCHOOL DISTRICT	16438	Open	02/04/2013		02/03/2013	Standard

Page : 1

Buttons: Create Case, View Case, Request Hearing, Close Case

## Step 8 – If Case is Resolved Without a Hearing, Enter Case Closure Information (Continued)

30. Case Outcome Dropdown Values (select one):

- **Settled** – use this option if the case was settled with a formal settlement agreement.
- **Withdrawn/Consolidated (W/C)** – use this option if the case was unilaterally withdrawn by the district prior to the hearing request and not resolved with a formal settlement
- **Waived Hearing** – use this option if the teacher formally waiver the hearing, or failed to request a hearing.

31. Penalty Dropdown Values (select the most appropriate one):

- **Fine**
- **Suspension**
- **Fine and Suspension**
- **Other**
- **Termination**

Case # : 16438

**Applicant Information**

First Name: Roger Last Name: Langley

**Case Information**

Case Status : Open  
Case opened by : ABBOTT UNION FREE SCHOOL DISTRICT  
Probable Cause Date: 02/03/2013

Select Case Outcome:   
Decision  
Settled  
Withdrawn/Consolidated (W/C)  
Waived Hearing

Select a Penalty :

Resolution Date:   
(mm/dd/yyyy)

Case Close Date:   
(mm/dd/yyyy)

Cancel Submit

32. Enter relevant dates, click "SUBMIT".

## Step 9 – Upload Case Resolution Document(s)

33. Use this screen to upload all documents for this case, including the settlement agreement or the hearing waiver. Select the file type from the dropdown menu.

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TEACH Home | Search Certification Requirements | Logout

You MUST upload any documents associated with this file. TTHU has implemented a paperless system. If you need assistance, or you are unable to upload your documents, you must contact [tenure@mail.nysed.gov](mailto:tenure@mail.nysed.gov).

You may browse your computer to locate the file (i.e., 3020-a charges, Hearing Request/Waiver, Decision, Motions, Transcripts, etc.). Common document file types are preferred, such as doc and pdf, although all Windows file types are supported. Maximum file size is 100 MB. Files larger than 100 MB must be split into more than one upload or saved at a lower resolution on your computer before uploading. You may upload as many files as necessary.

Please wait until each upload is complete before leaving this screen or uploading another file. ~~When done uploading files, please select the "Done" button.~~

File Type:

Please describe the contents of this file if necessary. (500 Character Limit):

34. Click “BROWSE” to find the file on your own computer to upload. Then type a short description in the text box. Then click “UPLOAD”.

35. This message appears if the file upload was successful.

***File Uploaded Successfully! Repeat the process to upload additional files.***

If there was an error uploading your file, this message will appear:

***A problem occurred with the upload.***

Repeat to load more files. After the file upload, click “DONE”.