

## How to Register on TEACH:

1. Login to TEACH at <http://www.highered.nysed.gov/tcert/teach/>
2. Click on View Registration Status (highlighted in Yellow)

The screenshot shows the TEACH Home page with a green header. Below the header are several sections of links:

- Profile Links**
  - Update/Add Education, Employment and Personal Information
- Inquiry Links**
  - Account Information
  - View Registratbn Status (highlighted in yellow)
- Online Application**
  - Apply for Certificate
  - I would like a printed certificate
  - Apply for a Time Extension
- Professional Development**
  - Maintain Your Professional Development Record
- Payment Links**
  - Pay for Certificate Application
- Retiree Links**
  - Apply for a Retirement Waiver

3. Click on “here” (highlighted in Yellow) to change registration status

## Registration Status

The screenshot shows the Registration Status page. At the top, a blue banner states: "Your Current Registration Status is: NOT REGISTERED". Below this, a message says: "To change your registration status click [here](#)".

The main content is a table titled "Certificate Information". It has a search bar and a "Show 10 entries" dropdown. The table has the following columns: Certificate Title, Type, Status, Effective Date, Expiration Date, Registration Expired Date, Registration Status, 5 Months Notification Sent, 3 Months Notification Sent, and 1 Month Notification Sent.

Certificate Title	Type	Status	Effective Date	Expiration Date	Registration Expired Date	Registration Status	5 Months Notification Sent	3 Months Notification Sent	1 Month Notification Sent
Childhood Education (Grades 1-6)	Professional Certificate	Issued	09/01/2012			Not Registered			
Early Childhood Education (Birth-Grade 2)	Professional Certificate	Issued	02/01/2013			Not Registered			
Literacy (Birth-Grade 6)	Professional Certificate	Issued	09/01/2013			Not Registered			
Mathematics 7-12	Professional Certificate	Issued	02/01/2012			Not Registered			
Students With Disabilities (Birth-Grade 2)	Professional Certificate	Issued	02/01/2013			Not Registered			
Students With Disabilities (Grades 1-6)	Professional Certificate	Issued	09/01/2012			Not Registered			

Showing 1 to 6 of 6 entries

Previous 1 Next

4. Make a selection either to register or to become inactive. Then click on submit. If you choose to become inactive you are done with the registration process once you click submit. If you choose to register then you will continue on to step 5 after you click submit.

 Your Current Registration Status is: NOT REGISTERED

## Classroom Teacher/School Leader and Level III Teaching Assistant Registration

The Board of Regents, at its March 2016 meeting adopted a new Subpart 80-6 of the Regulations of the Commissioner of Education to implement Chapter 56 of the Laws of 2015 relating to the registration process for any holder of a certificate that is valid for life (Permanent and Professional classroom teachers/school leaders and Level III Teaching Assistant) and the establishment of continuing teacher and leader education (CTLE) requirements for Professional and classroom teachers/school leaders and Level III Teaching Assistant Certificate Holders

Beginning on July 1, 2016 if you hold a permanent or professional certificate in the classroom teaching service or educational leadership service (i.e., school building leader, school district leader, school district business leader) or a level III teaching assistant certificate prior to July 1, 2016, you shall either

1. become registered during the 2016-2017 school year during your month of birth, if you are practicing 90 days or more in a New York State Public School or BOCES.  
"Practicing" means employed 90 days or more during a school year by a single applicable school in New York in a position requiring certification. A single day of employment shall include a day actually worked in whole or in part, or a day not actually worked but a day paid. As part of this registration process you will be required to respond to a short series of questions related to your "moral character," and one question related to any obligation to pay child support. Education §3006 also provides the Commissioner with broad authority over the certification and registration of teachers, educational leaders and teaching assistants in this State. Consistent with the Department's statutory authority and to ensure the safety of the children of New York State, moral character questions are a necessary part of the registration process. Pursuant to New York State General Obligations Law §3-503, upon registration, certificate holders will also be asked questions related to their child support obligations. NYS General Obligations Law §3-503 gives authority to ask applicants for licenses specific questions related to obligations to pay child support. The law defines "license" to mean "any certificate, license, permit or grant of permission required by the laws of this state . . . and shall also include any registration required by law or agency regulation..." Please be advised that no matter what your response is to the questions referenced above, your certification and registration will remain intact. Only in circumstances where an individual has been convicted of a crime, or has committed an act which raises a reasonable question as to the individual's moral character, will there be a referral to the Office of School Personnel Review and Accountability (OSPRA).  
OR
2. become inactive during the 2016-2017 school year during your month of birth if you are NOT practicing in a New York State Public School or BOCES

### Make a Selection

Yes, I would like to register

No, I would like to become inactive

Submit

5. Answer the following moral character questions as seen in this screen shot below, and then click next.

https://eservices.nysed.gov/teach/teachext/InitialReg.do

prospectparkquietskies.org Teach System

File Edit View Favorites Tools Help

Google Search Share More » Sign In

http--www.cde.ca.gov-sp... NYC Educator How Part 1... Thesaurus.com Find Syno... nysedOBEWL nysut A Union of Professo... NYS TESOL

### Answer the following Moral Character Questions

- 1 Have you ever been dismissed from, resigned from, entered into a settlement agreement, or otherwise left employment to avoid investigation and/or dismissal for alleged misconduct?  
 NO  YES - Enter: Explanation
- 2 Are you the subject of any pending investigation and/or disciplinary charge(s) pertaining to employment?  
 NO  YES - Enter: Explanation
- 3 Have you ever been found guilty after trial, or pleaded guilty, no contest, nolo contendere, or had adjudication withheld to a crime (felony or misdemeanor) in any court?  
 NO  YES - Enter: Explanation
- 4 Do you currently have any criminal charge(s) pending against you?  
 NO  YES - Enter: Explanation
- 5 Have you ever had an application for a teaching, professional or vocational credential (i.e., license, certificate or registration) in New York or any other jurisdiction denied?  
 NO  YES - Enter: Explanation
- 6 Have you ever surrendered a teaching, professional or vocational credential (i.e., license, certificate or registration) or had such credential revoked, suspended, invalidated or otherwise subjected to a disciplinary penalty in any jurisdiction?  
 NO  YES - Enter: Explanation
- 7 Are you the subject of any pending investigation and/or disciplinary charge(s) for professional misconduct in any jurisdiction?  
 NO  YES - Enter: Explanation

Back Next

100% 12:20 PM 6/24/2016

6. Answer the following child support questions and then click submit.

The screenshot shows a web browser window with the URL <https://eservices.nysed.gov/teach/teachext/RegMoralCharQuest.do>. The page title is "Teach System". The browser's address bar shows "prospectparkquietskies.org" and "Teach System". The page content includes a green header with the text "Answer the following Child Support Questions (Enter an explanation if necessary)". Below this, there is a section titled "B. I Am Obligated To Pay Child Support." with two radio buttons: "NO" and "YES". A bolded statement reads "By signing this affidavit, I confirm that all the information I provided is true and contains no misrepresentation or falsehoods". Below this is a checkbox labeled "Signed under penalty of perjury". At the bottom of the form are "Back" and "Submit" buttons. The browser's taskbar at the bottom shows various application icons and the system clock indicating 12:21 PM on 6/24/2016.

7. Answer the **voluntary** questions and click submit or just click submit.

The screenshot shows a web browser window with a green header containing the text "(Voluntary) Please answer the following physical attributes questions:". Below the header, there are two dropdown menus. The first is labeled "Select your ethnicity" and has "White" selected. The second is labeled "Select your Gender you identify as" and has "Female" selected. At the bottom of the form are "Back" and "Submit" buttons.

- Review the Thank You message then “click here to continue” (highlighted in yellow) DO NOT CLOSE SCREEN!

## Thank you for completing the registration process! Your registration status is registered.

This status will be displayed on the profile section of TEACH with the expiration date of your registration period.

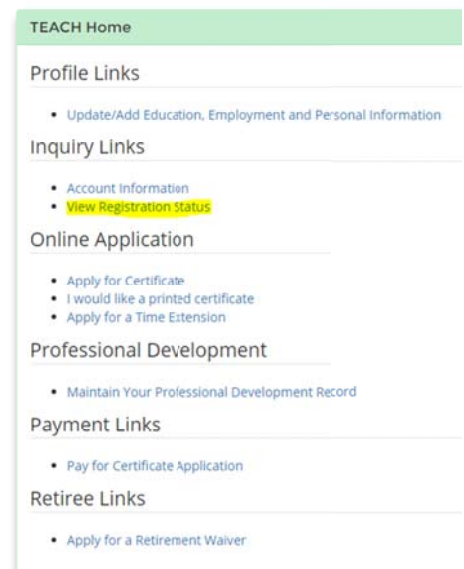
If you hold a Professional or Teaching Assistant Level III certificate and are practicing in a New York State public school or BOCES, you are required to complete 100 hours of Continuing Teacher and Leader Education from an approved sponsor for every 5 year registration period. More information regarding this requirement can be found at: [Placeholder Link](#)

### Notification of name and/or address change

Any change of name or address must be updated in TEACH within thirty days of any such change. If you fail to inform the Department of your new address or name, you may be subject to a moral character review.

[Click here to continue](#)

- Click on View Registration Status to confirm you are registered:



- Confirm that your registration status now reads that you are registered. Your 5-year cycle will end on the last day of the month **PRIOR** to your birth month in 2022. Note that if you have multiple certificates, a single registration covers them all.

# Registration Status

Your Current Registration Status is: REGISTERED - Your Current Registration Period is : 06/22/2016 - 03/31/2022

To change your registration status click [here](#)

Certificate Information

Show  entries Search:

Certificate Title	Type	Status	Effective Date	Expiration Date	Registration Expired Date	Registration Status	5 Months Notification Sent	3 Months Notification Sent	1 Month Notification Sent
Childhood Education (Grades 1-6)	Professional Certificate	Issued	09/01/2012		03/31/2022	Registered			
Early Childhood Education (Birth-Grade 2)	Professional Certificate	Issued	02/01/2013		03/31/2022	Registered			
Literacy (Birth-Grade 6)	Professional Certificate	Issued	09/01/2013		03/31/2022	Registered			
Mathematics 7-12	Professional Certificate	Issued	02/01/2012		03/31/2022	Registered			
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