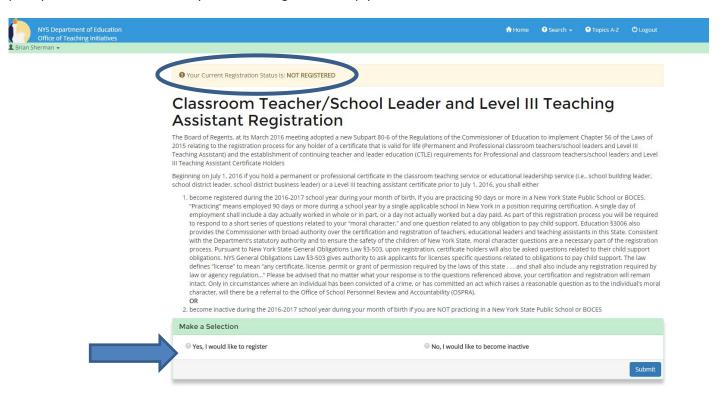
Permanent Teacher Certificate Holder Registration Process

The following screen captures and captions will take you through the registration process for all individuals who would like to maintain their Permanent, Professional, or Teaching Assistant Certification on the State Education Department TEACH website.

To do this process, you must first have a TEACH account with State Ed. That process has been explained in other publications and on this website. Please keep in mind that holders of PERMANENT certification <u>do not</u> need to meet the required 100 hours of professional development every five years that holders of PROFESSIONAL certificates are required to do.

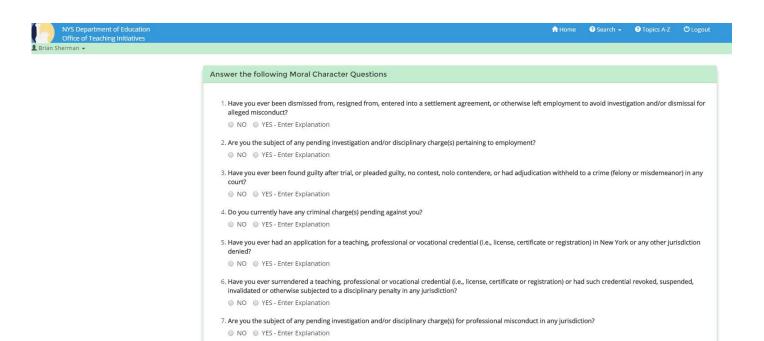
Also remember that you are required to register during the month of your birth, beginning in 2016 with individuals born in JULY. How was I so lucky!

If you have a TEACH account, and log into the system during the month of your birth, you will immediately be prompted as to whether or not you wish to register to keep your certificate active. See the screen below;



If you would like to keep your certification ACTIVE, click on the appropriate radio button (the little circle in the lower left corner).

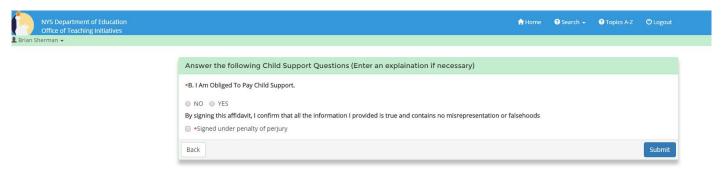
Your next screen will ask you a number of questions regarding your moral character (have you ever been arrested, surrendered your license, etc.). See the example below;



After completing the answers to the questions by clicking on the appropriate radio buttons and clicking on the NEXT button, you will be taken to the screen below;

Back

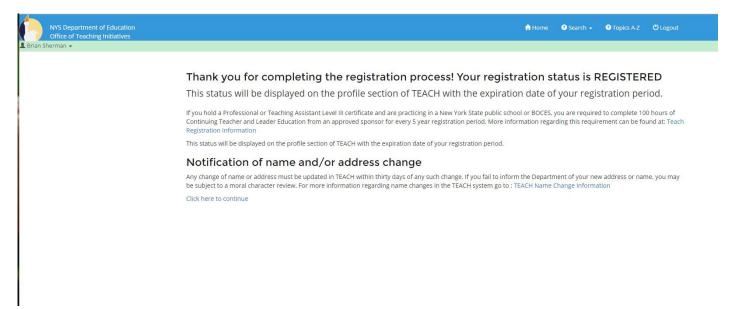
Next



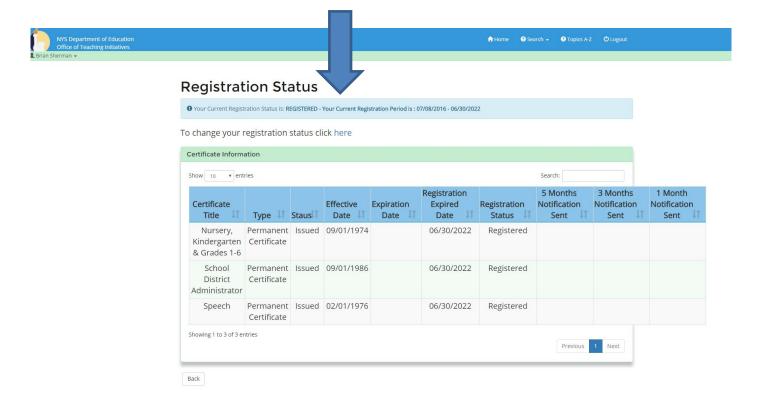
Here you are asked questions regarding child support payments. Answer appropriately, and then press the SUBMIT button (it would have been nice to remain consistent and use a "NEXT" button). Following your submission you will see the screen pictured below;



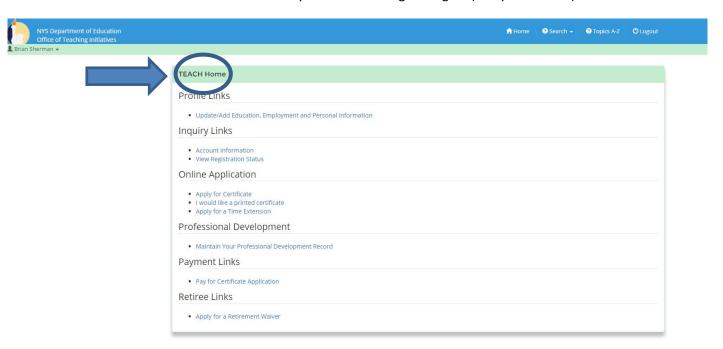
These two questions are completely voluntary. Answer if you wish, and then click on the submit button. SED did a nice job in that they are current in the appropriate, new legal requirements for specifying gender identity. After clicking on SUBMIT, you will be presented with the following screen;



Please DO NOT LOG OUT YET! Click to continue so that you can confirm that you have registered properly! You will be presented with a screen similar to that which appears below. This should list your certification information.



Check in the area of the arrow above to confirm your registration status. It should give you the dates that your certifications will be valid and the date for when you next must register again (five years hence).



The screen above is what your "Home" screen should look like the next time you log into the TEACH website.

Finally, you should receive an e-mail message in your mailbox confirming your registration with the State Education Department. The example below is from a GMAIL account. Yours may be a Hotmail account, a Live.Com account or some other e-mail software. Just be sure to check for it within a few minutes of registering with SED.

