

## 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 do not 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;

NYS Department of Education  
Office of Teaching Initiatives  
Brian Sherman

Home Search Topics A-Z Logout

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

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;

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

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;

Answer the following Child Support Questions (Enter an explanation if necessary)

\*B. I Am Obligated To Pay Child Support.

NO  YES

By signing this affidavit, I confirm that all the information I provided is true and contains no misrepresentation or falsehoods

\*Signed under penalty of perjury

Back Submit

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;

(Voluntary) Please answer the following physical attributes questions:

Select your ethnicity

Select your Gender you identify as

Back

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;

NYS Department of Education  
Office of Teaching Initiatives

Home Search Topics A-Z Logout

Brian Sherman

**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: [Teach Registration Information](#)

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

**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. For more information regarding name changes in the TEACH system go to: [TEACH Name Change Information](#)

[Click here to continue](#)

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.

## Registration Status

Your Current Registration Status is: REGISTERED - Your Current Registration Period is : 07/08/2016 - 06/30/2022

To change your registration status click here

### Certificate Information

Show 10 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
Nursery, Kindergarten & Grades 1-6	Permanent Certificate	Issued	09/01/1974		06/30/2022	Registered			
School District Administrator	Permanent Certificate	Issued	09/01/1986		06/30/2022	Registered			
Speech	Permanent Certificate	Issued	02/01/1976		06/30/2022	Registered			

Showing 1 to 3 of 3 entries

Previous 1 Next

Back

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).

TEACH Home

### Promie Links

- Update/Add Education, Employment and Personal Information

### Inquiry Links

- Account Information
- View Registration Status

### 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

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.

COMPOSE

Inbox (108)

Starred

Important

Sent Mail

Drafts

Categories

bsherman001@ny...

Personal

Travel

Work

More

## NYSED TEACH Registration Confirmation

Inbox x



**OTIREGISTRATION@nysed.gov**

to me

Thank you for completing the registration process! Your registration status is "REGISTERED".

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 (CTLE) from an approved sponsor for every 5 year registration period. More information regarding this requirement can be found at: [http://www.highered.nysed.gov/tcert/resteachers/Registration\\_CTLE.html](http://www.highered.nysed.gov/tcert/resteachers/Registration_CTLE.html)

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

Thank you Brian Sherman for registering with the Office of Teaching Initiatives. We will contact you once your registration period has been confirmed through this email address. All correspondence regarding certification, registration and CTLE will be emailed to the email address in your TEACH account. [Office of Teaching Initiatives](#)