* **APPLYING FOR A CERTIFICATE**

**STEP 1: Verify/Update Profile**

On this page you can update or make changes to your education and employment history. If you did not complete these sections when you first registered, you must do so now. NYSED will check your application requirements against the information you provide.

**STEP 2: Select Certificate(s)**

Select your Certificate Title

* **Select your Area of Interest** (e.g. Administration and Pupil Personnel Services, Classroom Teacher)
* **Select your Subject Area** (e.g. School Administration and Supervision, Childhood Education)
* **Select the Grade Level** (e.g. PreK-12 All Grades, Childhood Grades 1-6)
* **Select the Title** (e.g. School Administrator/Supervisor, Childhood Education Grades 1-6)
* **Select your Certificate Type** (e.g. Initial Certificate, Professional Certificate)

\*Most of you will be getting initial certification. However, if you already hold NYSED certification, you may be getting the professional certificate.

You must [Add] each certificate you want to apply for.

You will then be asked whether or not you were enrolled in an “**Approved Teacher Preparation Program**” at a New York State College or University, which leads to the issuance of a NYS certificate based upon the recommendation of the college/university.

You are to enter the Program Code of the Program you are enrolled in and have completed. These codes can be found on the School of Education Certification web page **Program Certification Codes**.

You are then to click on [Next].

You must answer all **\*** questions and click on [Sign Affidavit].

By signing this affidavit, you are confirming that all the information you have provided is true and contains no misrepresentation or falsehoods.

**STEP 4: Confirm and Sign Application**

Make sure that you have completed the correct application and click on [Sign Application].

**STEP 5: Make Payment**

Here you have the option of paying for your application via credit card or by money order. If you want to pay by money order, you must be able to print out a payment confirmation sheet to accompany the money order you will post to NYSED as part of the completed certificate application process. The cost is $50 for each certificate.

* Once you have made your payment, the web site will issue you an “**Application Transaction Summary”** The summary will list the pathway you have chosen and all the requirements under that pathway. It will show a green tick (**√**) for the requirements you have satisfied; it will show a bullet point (∙) those you have not. This will help you keep track of what you need to do in order to obtain your certificate.

The transaction summary will show a bullet point next to “**Completion of a NYS Registered Program**” and “**Institutional Recommendation**”. We will only endorse those students who have completed **ALL** requirements for any of our registered and approved programs.

Note: If you are fingerprinted in New York City you must complete and submit Form OSPRA 104 to the New York City Department of Education for processing. This form will allow the city to forward any information related to an individual’s criminal history to the state, to determine whether or not the individual is clear for employment and or certification.