Step by Step Directions for
How to Register on TEACH

(Everyone must register and can do so starting three months before their birth month up to their actual birth month. For example: If your birth month is Nov. then you have between Aug. and Nov. to register)

Background:
"In March 2016, The NYS Board of Regents 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 holders of Permanent, Professional and level III Teaching Assistant certificates and the establishment of continuing teacher and leader education (CTLE) requirements for Professional and level III Teaching Assistant certificate holders." For more information: http://www.highered.nysed.gov/tcert/resteachers/Registration_CTLE_home.html

Step 1: Website: http://www.highered.nysed.gov/tcert/teach/
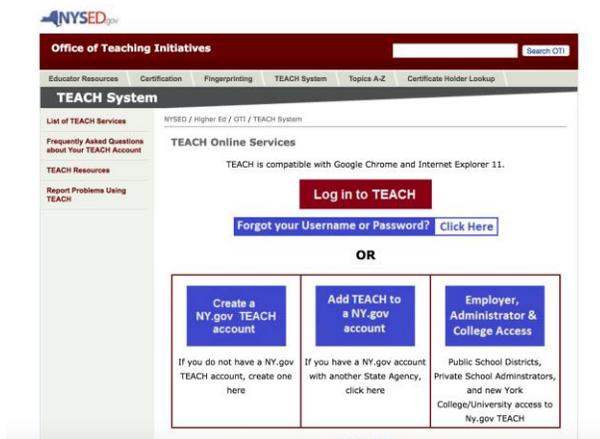
Go to Step #5 if you already know your password

Go to Step # 7 if you have never registered on TEACH

Report Problem(s) Using the TEACH Online System.
You may call the TEACH HELP phone line at 518-486-6041
Help is available from 8:30am - 4pm.

Step #2: If you forgot your user name/password click on: Forgot Username or Password?
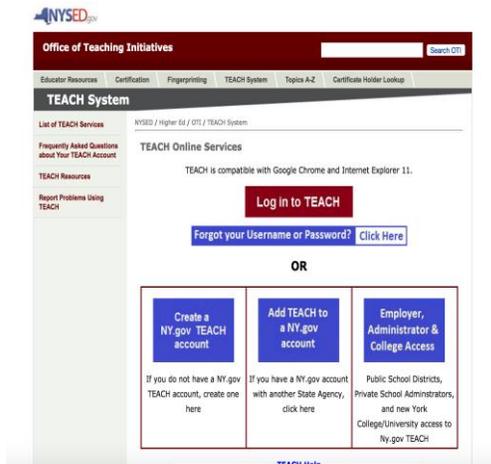
Step #3: If you forgot your username click on the link next to USERNAME
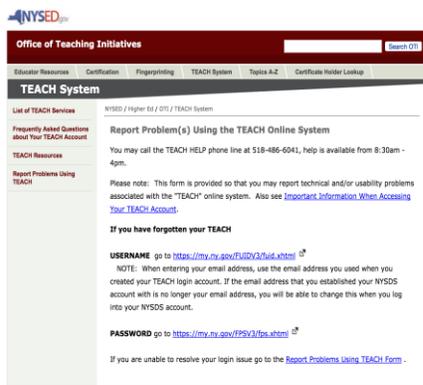
Step #4: If you forgot your password click on the link next to PASSWORD
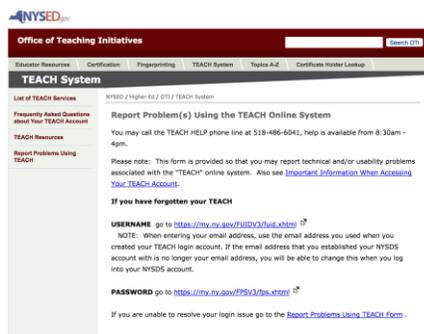
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Step #5: If you know your username/password click on: Log in to TEACH
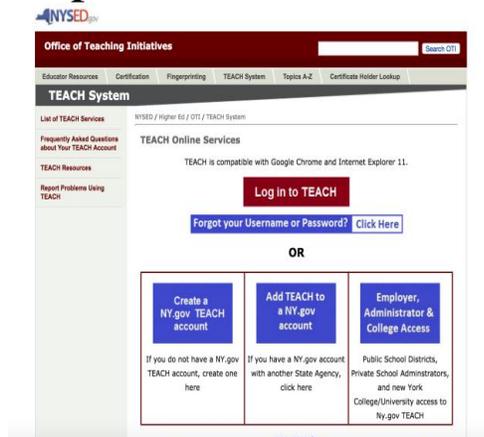
Step #6: After you successfully log into TEACH you have to choose a Registration Status by selecting one of the following:

Registration Status Definitions
• **Registered:** This status pertains to those who have completed the registration process.
• **Not Registered:** Indicates the certificate holder has not chosen a status (Inactive or Registered).
• **Inactive**: Indicates the certificate holder has notified the department that they are not practicing in a New York State School District or BOCES.
• **Incomplete:** Indicates the certificate holder did not complete the process of choosing a registration status of "Registered" or "Inactive".

If you have questions about which status you must select, please reference the Registration and CTLE Requirements Chart

To Choose **"Registered"** status:
• Login to your TEACH account.
• If it is within 3 months of your birth month, a screen will pop up prompting you to choose a status of "**Registered**" or "**Inactive.**"
• If you choose a status of **"Registered"**, you will be prompted to answer a series of moral character questions. Please answer all questions in their entirety.
• Once all questions have been answered, please electronically sign the affidavit and click "submit".
• The next screen will show your status as **"Registered."** An email confirmation will be sent to you confirming your **"Registered"** status.

To Choose **"Inactive"** status:
• Login to your TEACH account.

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- If it is within 3 months of your birth month, a screen will pop up prompting you to choose a status of "Registered" or "Inactive".
- If you choose a status of **"Inactive"**, you will need to click "submit".
- The next screen will show your status as **"Inactiv**e". An email confirmation will be sent to you confirming your **"Inactive"** status.

Step #7: If you have never registered on TEACH click on the first box: the blue box labeled: Create a NY.gov TEACH Account
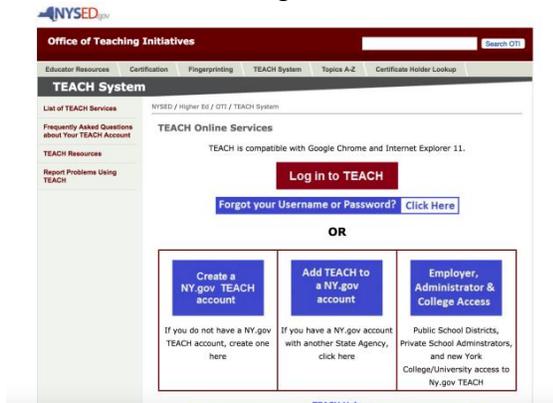
Click on: Create Account then follow the directions.

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