

Please use the information provided below to assist you in completing your online application for NYS Teacher Certification.

**BEFORE YOU BEGIN**

Please be sure to fully consult with your graduate coordinator/advisor prior to completing the TEACH process. SUNY Cortland cannot amend or adjust certification recommendations after submittal. Be assured your program codes and all concentrations are accurate on your current student record, and that the program you select here accurately reflects your degree program. Students are responsible for having knowledge of their degree program and providing accurate information to NYSED via TEACH. It may take up to 60 days to complete the conferral process and for NYSED to process recommendations provided by the College.

**CREATE USER LOGIN AND PASSWORD**

In order to apply online, you will enter TEACH online services via the Office of Teaching Initiatives Web site at **www.highered.nysed.gov/tcert** and create a TEACH login and password at the New York State Directory Services site. Instructions are provided as you go through this process. Once you have created your login and password this step is complete.

Applicants may create a login account and apply at any time in the Office of Teaching Initiatives TEACH system. However, SUNY Cortland cannot make an institutional recommendation until the degree is conferred. The TEACH system is maintained by the New York State Department of Education. Accordingly, SUNY Cortland cannot provide technical support for the TEACH system.

If you are in a program with multiple certificates associated with it, please note that each certificate is treated as a separate application, with specific requirements associated with each certificate based on the type of certificate (Initial, Professional, etc) and the evaluation pathway (Approved Program, Individual Evaluation, Reciprocity, etc.) through which you apply. Fees are assessed by OTI for each certificate requested and may differ depending on the type and pathway chosen.

Use the information below to complete your online application.

**MSED HEALTH EDUCATION (MSED\_HEC)**

**PROGRAM INFORMATION**

|                              |                                |
|------------------------------|--------------------------------|
| Award Title:                 | Master of Science in Education |
| Program:                     | 25113 Health Education         |
| Major:                       | Enter Your Corresponding Major |
| Institution:                 | SUNY Cortland (SUC Cortland)   |
| Date Degree Received:        | (Review Your Transcript)       |
| Credits required (at least): | 31                             |
| Date Attended From:          | (Review Your Transcript)       |
| Date Attended To:            | (Review Your Transcript)       |

NOTE: The applicant must have an initial certification in Health, and be seeking the professional certification.

**PROFESSIONAL CERTIFICATE HEALTH EDUCATION**

|                     |                       |
|---------------------|-----------------------|
| Area of Interest:   | Classroom Teacher     |
| Subject Area:       | Health Education      |
| Grade Level:        | Pre K-12 - All Grades |
| Title:              | Health Education      |
| Certification Type: | Professional          |

Program Code:

25113

NYSED Pathway:

Approved Teacher Preparation Program - Certificate Progression

**ALSO REQUIRED**

After your degree is conferred, request to have an official copy of your transcripts delivered to:

Office of Teaching Initiatives  
New York State Education Department  
89 Washington Ave., 5N EB  
Albany, NY 12234

When asked if you want your application reviewed by New York State Education Department, check the YES box.