1. Go to - [www.highered.nysed.gov/tcert/teach](http://www.highered.nysed.gov/tcert/teach)
2. Log on to TEACH with your username and password.
3. Click on “TEACH Online Services”
4. Click on “Apply for Certificate”
5. Update profile to reflect classroom teaching and/or administrative experience.
6. Make selections from **DROP BOXES** as per below:
   - **Area of Interest: Classroom Teacher**
   - **Subject Area: Childhood Education**
   - **Grade Level: Childhood Grades 1-6**
   - **Title: Childhood Education (Grades 1-6)**
   - **Type of Certificate: Initial Certificate or Professional Certificate**
7. Answer yes to question re: approved teacher prep program (program code: **28282**)
8. Answer “moral character” questions and electronically sign affidavit
9. Submit payment for application ($50 per title, online using a credit card)

<table>
<thead>
<tr>
<th>Program</th>
<th>Code</th>
<th>Certification Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Childhood Education</td>
<td>28282</td>
<td>Initial or Professional</td>
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