



## TEACH School Counseling

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: Administration and Pupil Personnel Services**
  - **Subject Area: School Counseling**
  - **Grade Level: PreK-12 All Grades**
  - **Title: School Counselor**
  - **Type of Certificate: Initial Certificate or Professional Certificate**
7. Answer yes to question re: approved teacher prep program (program code: **4312**)
8. Answer “moral character” questions and electronically sign affidavit
9. Submit payment for application (\$50 per title, online using a credit card)

Program	Code	Certification Type
School Counseling	4312	Initial or Professional