

## **NYSED TEACH Accounts – What You Need to Know**

1. ***Everyone*** needs to register with the State Ed. department in the TEACH system. This is done by going to [www.nysed.gov](http://www.nysed.gov) - at the bottom left of the home page you will find the TEACH SYSTEM. If you hold a **Permanent** certification, all you need to do is register and you are finished with the requirement. If you hold a **Professional** certification, you must register and maintain your professional development hours (now referred to as CTLE) - more on that to come.
2. Once in the TEACH System, if you already have an account, go to Registration Status and follow the prompts to register (If you created an account this summer or at the end of the school year, you must go back on and follow these directions as well.) When you click to register, a group of questions will pop up. If you are not sure how to answer any of these questions, please [email Rachel](#) before proceedings with the registration process.
3. Originally, the State stated that you needed to register by your birthday month. However, you may register anytime through June 30, 2017 without a penalty. Please do this right away so you do not forget to do it.
4. If you have a Professional certification, once you have registered, your 5-year cycle will start over again. The Professional Development (PD) hours that you have had will basically be null and void and your hours begin again. Please keep in mind that you now need 100 hours in the five-year period and you will be able to see when that period expires in the TEACH system. Keep vigilant records of your CTLE hours and retain a copy of your hours for 8 years. ***The State has said they may do random checks of CTLE hours and you must keep your records in case they do.*** You will continue to submit the hours to our HR office and they will submit them to the State - nothing has changed here.
5. If you have an initial certification and you're applying for a professional certification, you must submit an Employment Verification Form to the State (it is found on the State Ed. website under the Office of Teaching Initiatives). ***This form needs the signature of the Superintendent.***
6. NYSUT has created a help section on their website as well. You can access it by going to [www.nysut.org/certification](http://www.nysut.org/certification) - this site has answers to many questions and an area to ask questions. There are two people who answer the questions. If you have questions, you are encouraged to write to them.
7. Retirees that sub need to register as well.