You MUST submit the following required documents with your Institutional Recommendation Data Form (IRDF) to:

The Office of Teacher Education (OTE/SSS)
525 W. 120th Street Box 173
New York, NY 10027

- Official UNDERGRADUATE & Other non-TC transcripts – sealed in original envelopes
- Child Abuse workshop form & School Violence workshop form - unless you have taken, at TC the course HBSS 4116
- For those applying for NYS Permanent or Professional Certificate - a copy of your valid related Provisional, Initial or Trans-B certificate and a verification of experience form (3 years for Professional or 2 years for Permanent).

Kindly be reminded - OTE’s IRDF will NOT be accepted unless ALL required documents are submitted

WITH the IRDF

Go to: www.highered.nysed.gov/tcert/

On the right, you will see:

Click on

On the right, you will see:

To create a TEACH account:

Self-Registration
1. In the box on the right, click “Self-registration”
2. Scroll down to the bottom of the page and click “Self-Registration” again
3. Enter information into the fields, following the required formats for entering your birth date, SS#, etc.
4. When you have finished entering all the required information, click “create account”
5. Enter your Username and Password
6. Enter your SS#
7. You are now in the TEACH system

OR,

If you already created a TEACH Account, click:

Login to TEACH
1. Enter your Username and Password
2. The next screen will be your account information
3. Click “TEACH Online Services”
4. At the arrow “Online Application” click “Apply for Certificate”
5. Read summary and click “Next”
6. Step 1 - “Verify/Update Profile” will allow you to edit any information you have provided up to this point. Add all higher education institutions you have attended (including Teachers College) then click “Next”
7. Step 2 - “Select Certificate(s)”: This will allow you to begin the process of locating the certification for which you are applying

Click “Select your Area of Interest” and choose from the drop down menu (see example of categories below):

“Classroom Teacher” if you are applying to be a teacher
“Administration and Pupil Personnel Services” if you are applying to be an administrator, psychologist, or counselor

“Other Extensions” if you are adding any of the following extensions to an already existing certificate:
- American Sign Language,
- Bilingual Education, or
- Gifted Education

“Classroom Teacher Extensions” if you are adding any other extension to an existing certificate

Click “Select a Subject Area” and select from the drop down menu
Click “Select a Grade Level” and select from the drop down menu
Click “Select a Title” and select from the drop down menu (see example of categories below):

“Initial” if you have never been certified
“Professional” if you have NYS Initial certification, 3 years of related teaching experience and either possess INS residency or U.S. Citizenship
“Permanent” if you have a valid NYS Provisional, 2 years of related experience and either possess INS residency or U.S. Citizenship
“Trans-B” ONLY applies to NEW Peace Corps Fellows

If you are unsure about what to select, contact the Office of Teacher Education/School-based Support Services (OTE/SSS) at:
212-678-3502/3466 or OTE@tc.edu

Click “Add”

At the pathway selection – click appropriate pathway:

“Approved Teacher Preparation Program” – Received a degree from a Teachers College (TC) Teacher Preparation Program which is registered with the New York State Department of Education as leading to certification

When done selecting, click “Next”
Review your certificate selection and when done click “Next”
8. Step 3 – “Sign Affidavit”: Self explanatory, when done, click “Sign Affidavit”
9. Click “Sign Affidavit” again
10. You will have the option to pay via credit card (you can print out an electronic confirmation) OR by Check/ Money Order (a coupon can be printed out and attached to your check/ money order).

You must send Check/ Money order directly to the NYSED:

New York State Education Department
Office of Teacher Initiatives
P.O. Box 22064
Albany, NY 12201

When you are complete, you can get a printable confirmation that your application was received.
Log out completely from TEACH and close your internet browser window for security reasons (VERY important if you’re at a public computer).

Keep a copy of everything you turn in for your own records.
Institutional Recommendation Data Form (IRDF) for New York State Certification

After you have registered with TEACH Online Services (instructions attached), kindly fill out this data form and return to the Office of Teacher Education & School-based Support Services. *Please use BLUE or BLACK ink ONLY (NO PENCIL).*

**ALL applicants **MUST** submit the following required documents with this IRDF:**

- Official UNDERGRADUATE & Other non-TC transcripts - sealed in original envelope. **NOTE:** Teachers College transcript will be supplied by the Certification Compliance Office.
- Child Abuse & School Violence Prevention workshop forms – unless you have taken HBSS 4116
- For those applying for Permanent or Professional ONLY - a copy of a valid related Provisional, Initial or Trans-B certificate and a verification of experience form (3 years for Professional or 2 years for Permanent).

*We will start collecting IRDF’s as early as:* (Check off month of graduation below)

- **March 1st** - If graduating in May
- **July 1st** - If graduating in October
- **December 1st** - If graduating in February

**Identification Number:**

**Birth Date:**

**Family Name / Surname:**

**First Name**

**Middle Name**

**Former Name Or Other Name Used**

- **Male**
- **Female**

**Mailing Address:**

**City**

**State**

**Zip Code**

**Home Telephone**

**Alternate Telephone**

**E-Mail**

**Conferrer Degree Date:**

**Degree Type:**

- **M A**
- **M Ed**
- **M S**

**Total Number of Credits for this Degree:**

- **Initial**
- **Professional**
- **Permanent**
- **Trans-B (New Peace Corps Fellows ONLY)**

**Certification Title:**

**Certificate Title:**

- **Initial**
- **Provisional**
- **Conditional**
- **Professional**
- **Other:**

**Expiration date:**

I declare and affirm that the statements made in this data form, including accompanying documents, are true, complete and correct. I understand that any false or misleading information in, or in connection with, my data form may be cause for denial or loss of certification and may result in criminal prosecution.

Signature of Applicant: ___________________________ Date: __________/______/_______

For Office Use ONLY

- Official Undergraduate Transcript
- Workshop(s) Received: **CA** **VP** **HBSS 4116**

TEACH Recommendation/Processed Date -

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Initials

Revised 3/30/07 JO