

Directions for the CTLE re-registration process:

1. Click here to start your re-registration process:

<http://www.highered.nysed.gov/tcert/resteachers/registration-view-change-status.html>

2. You will see the below information, and you simply need to click on “log in to your TEACH account” within the website, as pictured here:

Directions

To change your registration status:

1. [Log in to your TEACH account.](#)
2. On your TEACH home screen, either:
 - Click on “View or Change Registration Status” under the “Inquiry Links” heading. You will see your “Registration Status” screen. Click “here” in the phrase, “To change your registration status click here.”
 - OR
 - Click on “Account Information” under the “Inquiry Links” heading. Under “Registration Information”, click “here” in the phrase, “To change your registration status click here.”
3. You will see a screen with information about registration and CTLE.
4. Select one of the following options:

Make a Selection

I would like to register as active. I am practicing in an applicable school.

I would like to register as inactive. I am currently not practicing in an applicable school.

Back Submit

5. You will see a screen confirming your new registration status. In addition, you can verify your new registration status by clicking on “View or Change Registration Status” or “Account Information” under the “Inquiry Links” heading on your TEACH home screen.

If you are having trouble with the hyperlink, here is the direct link:

<http://www.highered.nysed.gov/tcert/teach/home.html>

3. You will see the below, and you just need to click on “login to TEACH”:

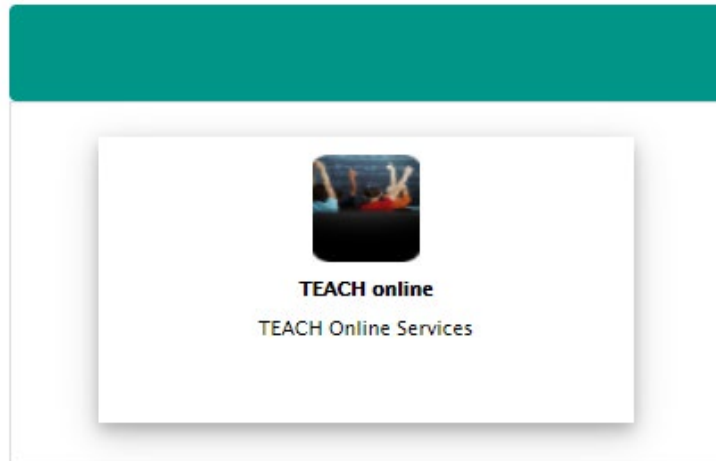
4. You will see the below where you should enter your TEACH username and password (I cannot help to reset a username or password according to NYS. It has to be the exact user...I have tried.)

Please login after reading the Acceptable Use Policy below

[Agency Assistance & Contact Information](#)

Help # if "forgot your" links do not work: (518) 474-3901 or [Help Link](#)

5. You will see the below option you should click on:



6. Acknowledge as pictured here:

Confirmation

I acknowledge that to fully and securely logoff of TEACH Online I MUST click the LOGOFF Button located at the top right hand corner of the screen.

[Acknowledge](#)

7. You will then see the below page where you should click on the word "here" located in the tan rectangle above your certificates:

Registration Status

REGISTERED - ACTIVE. You are registered through: 12/31/2021

Your current registration is about to expire! Click [here](#) to re-register

Certificate(s) That Require Registration

Show entries

Search:

Certificate Title	Type	Status	Effective Date	Expiration Date
School District Administrator	Permanent Certificate	Issued	02/01/2007	

Showing 1 to 1 of 1 entries

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Registration Periods

Show entries

Search:

Start Date	End Date	6 Month Notice Sent	3 Month Notice Sent	1 Month Notice Sent
07/06/2016	12/31/2021	2021-07-01		

Showing 1 to 1 of 1 entries

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8. Make sure to answer all the questions under the "moral character" section as pictured below. This actually extends to a brief second page as well.

Answer the following Moral Character Questions

1. Have you ever been dismissed from, resigned from, entered into a settlement agreement, or otherwise left employment to avoid investigation and/or dismissal for alleged misconduct?
 NO YES - Enter Explanation
2. Are you the subject of any pending investigation and/or disciplinary charge(s) pertaining to employment?
 NO YES - Enter Explanation
3. Have you ever been found guilty after trial, or pleaded guilty, no contest, nolo contendere, or had adjudication withheld to a crime (felony or misdemeanor) in any court?
 NO YES - Enter Explanation
4. Do you currently have any criminal charge(s) pending against you?
 NO YES - Enter Explanation
5. Have you ever had an application for a teaching, professional or vocational credential (i.e., license, certificate or registration) in New York or any other jurisdiction denied?
 NO YES - Enter Explanation
6. Have you ever surrendered a teaching, professional or vocational credential (i.e., license, certificate or registration) or had such credential revoked, suspended, invalidated or otherwise subjected to a disciplinary penalty in any jurisdiction?
 NO YES - Enter Explanation
7. Are you the subject of any pending investigation and/or disciplinary charge(s) for professional misconduct in any jurisdiction?
 NO YES - Enter Explanation

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9. Choose the first radio button indicating that you would “like to register as active” given that you are currently practicing in our school district.
Registration Status

Your Current Registration Status is: REGISTERED - ACTIVE

Make a Selection

I would like to register as active. I am practicing in an applicable school. I would like to register as inactive. I am currently not practicing in an applicable school.

Back Submit

10. You should be all set and see the below outcome:

Thank you for completing the registration process! Your registration status is REGISTERED – ACTIVE

This status will be displayed in your "Account Information" under the "Inquiry Links" heading with the expiration date of your registration period.

Please see the [registration](#) and/or [CTLE](#) webpages for information about these requirements.

If you wish to register as inactive in the future, you will need to log in to your TEACH account and click on "View or Change Registration Status" under the "Inquiry Links" heading, and indicate that you would like to register as inactive.

Notification of name and/or address change

Any change of name or address must be updated in TEACH within thirty days of any such change. For information regarding name and address changes in TEACH, please go to: [TEACH Help for Applicants](#)

[Click here to continue](#)