



Amherst Central School District CTLE Registration Process

Registration can take place immediately, through your birth month during the 2016- 2017 school year

Once you have registered:

Valid for life (permanent certificate) holders need only to re-register in 5 years

Professional certificate holders need to re-register in 5 years **and** should ensure with the office of Assistant Superintendent for Curriculum, that the 100 hours have been reported within the 5 year timeframe. Completion of hours would be accomplished by attending Superintendent's Conference Days, and other meetings that qualify, including some faculty meetings, training sessions, workshops, etc.

REMINDER:

Before registering, ensure you have a valid and up to date TEACH account. All certificate holders should go to TEACH site and make sure they can access their account! Do not create a 2nd account! Website:

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

Go to Step 2 on the screen to login or retrieve/reset your password

STEP 2: LOGIN to TEACH to access your information and TEACH System.

[Forgot your TEACH username or password?](#)

Once you know you have a valid and up to date TEACH account

LOG IN:



CLICK ON “TEACH online”

Update and check your personal information. Ensure that your phone number and email address are up to date as this will allow NYSED to contact you directly. Please consider using your personal email address for this.

NAVIGATE to “Inquiry Links”, Click on “View Registration Status”

Inquiry Links

- Account Information
- **View Registration Status**

Registration Status

Your Current Registration Status is: NOT REGISTERED

To change your registration status click [here](#)

Certificate Information

Show to entries Search:

Certificate Title	Type	Status	Effective Date	Expiration Date	Registration Expired Date	Registration Status	5 Months Notification Sent	3 Months Notification Sent	1 Month Notification Sent
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Your certificate(s) will be listed as “Not Registered” until you complete this process.

CLICK “To change your registration status click [here](#)”

Registration Status

Your Current Registration Status is: NOT REGISTERED

To change your registration status click [here](#)

Read information that appears regarding registration.

“MAKE A SELECTION”

- CLICK “Yes, I would like to register” and press “Submit”

Make a Selection

Yes, I would like to register No, I would like to become inactive

Answer the “Moral Character Questions”, press next to continue.

Check the box to complete the electronic signature, then “Submit”

By signing this affidavit, I confirm that all the information I provided is true and contains no misrepresentation or falsehoods

Signed under penalty of perjury

Complete “Voluntary” questions then press “Submit” or just press “Submit”.

You should see the following when you are complete:

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

You will receive a confirmation at the email address you provided. You can register immediately at no cost, but remember this must be completed by your birth month!