

Eastern Suffolk BOCES  
Regional Certification Office

201 Sunrise Highway  
Patchogue, New York 11772

(631) 687-3020

[teachercert@esboces.org](mailto:teachercert@esboces.org)



Eastern Suffolk BOCES  
Regional Certification Office

## EASTERN SUFFOLK BOCES REGIONAL CERTIFICATION OFFICE SERVICES

The Eastern Suffolk BOCES Regional Certification Office is an extension of the NYSED Office of Teaching Initiatives. We are available to answer questions regarding NYS certification as well as provide guidance on a myriad of certification-related topics to support the teachers and school districts in the region. Additionally, our office is authorized to evaluate applications for **most** NYS certificate titles.

### EVALUATION PROCESS FOR CERTIFICATE APPLICATIONS

Applications must be submitted electronically via the NYSED Office of Teaching Initiatives TEACH website at [www.highered.nysed.gov/tcert/](http://www.highered.nysed.gov/tcert/).

If you do not have a TEACH Online Services account, you will need to create one. If you previously created an account that you are unable to access, contact TEACH Help at 518-474-3901 and select option 3 or email [teachhelp@nysed.gov](mailto:teachhelp@nysed.gov).

1. Log in to your TEACH account and submit an application for the classroom teaching or pupil personnel service certificate that you want to pursue. Assign the application to **Eastern Suffolk BOCES** for review. If not given the option of selecting BOCES, you may be applying for a certificate or pathway that can only be reviewed by NYSED. The application fee of **\$100.00** must be paid online with a credit card.
2. Submit a **\$35.00** money order or certified bank check payable to Eastern Suffolk BOCES to our office. This is our processing fee to complete the evaluation. Personal checks, cash, or credit card payments cannot be accepted. One fee is charged per applicant for all applications submitted within a six-month period.
3. Submit official transcripts of all college coursework completed. Electronic transcripts from Parchment or National Student Clearinghouse must be sent to the NYSED Office of Teaching Initiatives. If you have foreign education, your application must be reviewed by the NYSED Office of Teaching Initiatives. Our office will contact you if any additional documentation is required.
4. For *Certificate Progression* applications, contact your employer(s) to request verification of your paid experience and/or mentoring.
5. When the evaluation is completed, you will receive a letter via email indicating any remaining requirements for the certificate. If all requirements are satisfied, NYSED will issue the certificate.

### APPLICATION REVIEW POLICY

Applications are valid for three years or two manual evaluations, whichever comes first. If you do not satisfy the requirements within the lifetime of the application, it may be disapproved.

**CONTACT THE EASTERN SUFFOLK BOCES  
CERTIFICATION OFFICE WITH QUESTIONS**