

HOW TO RE-REGISTER FOR YOUR PROFESSIONAL CERTIFICATION

Every five years educators must re-register their professional certification on the New York State TEACH system. New York state will send an email to the address listed on your TEACH account reminding you of the need to re-register.

The first email should come 3-months prior to the expiration of your registration. This email will begin with the following:

*“Records in the TEACH system indicate that the registration period for your following certificate(s) **will expire on 04/30/2025**; with a list of your issued certifications: e.g., Permanent Certificate Social Studies 7-12, Permanent Certificate Nursery, Kindergarten & Grades 1-6, etc.*

If you plan to practice in an applicable school after the expiration date of your registration period at any time in the future, you must re-register and maintain continuous registration. The definitions of "applicable school" and practicing are provided below.

- **"Applicable schools" include** New York State (NYS) school districts or BOCES. NYS nonpublic schools also became applicable schools on October 17, 2017.
- **"Practicing" means** employed 90 days or more during a school year by a single applicable school in New York State. A day of employment includes a day actually worked in whole or in part, or a day not actually worked but a day paid. In addition, the New York City Department of Education and any of its components are considered a single applicable school.

If you do not plan to practice in an applicable school after the expiration date of your registration period at any time in the future, you may disregard this notice and future notices to register for your next registration period. For example, if you retired or moved to another state with no plans to return to New York State, you would not need to register as active or inactive.

Information about registration and CTLE requirements are available on the Office of Teaching Initiatives website: <http://www.highered.nysed.gov/tcert/resteachers/registrationctlehome.html>. Questions about registration or CTLE can be sent to ctle@nysed.gov

This document is designed to walk individuals through the Re-Registration process.

STEP 1: Log into the <https://my.ny.gov/> website. Many different services are linked to this site, including the DMV and the TEACH system. If you have a MyDMV account, the TEACH site should be linked to this account.

STEP 2: Under Inquiry Links section click View or Change Registration Status.



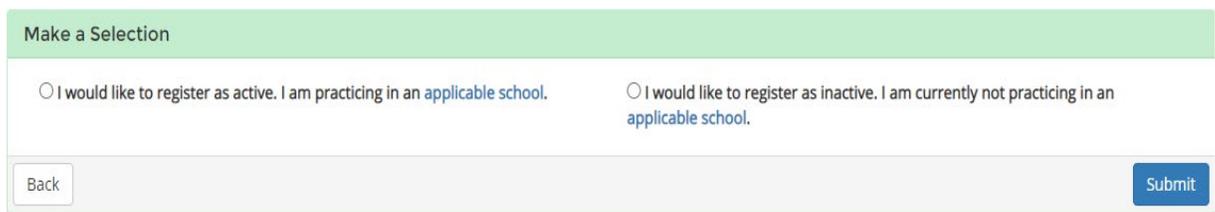
STEP 3: Look for your Registration Status at the top of the page. If you are **within a six-month window of your certificate expiring**, then you will see the option to re-register. Click this link. 

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

If you do not see this, then please return to this page when you are within the six-month window.

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- STEP 4: Answer the CTLE questions (if applicable to you). Your answer should be a whole number between 0-5 for each dropdown box. Press Next.
- STEP 5: Attest that you have taken the appropriate amount of CTLE hours (if applicable to you). Press Next.
- STEP 6: Answer the Moral Character Questions. Press Next.
- STEP 7: Sign the affidavit. Press Next.
- STEP 8: Select your registration status. You are re-registering as **active** if you are continuing to work in public education. Press next. You are done.



The screenshot shows a web form titled "Make a Selection". It contains two radio button options: "I would like to register as active. I am practicing in an applicable school." and "I would like to register as inactive. I am currently not practicing in an applicable school." Below the options are two buttons: "Back" and "Submit".

- STEP 9: You will see a screen confirming your new registration status (Language like the below language). 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.

*Thank you for completing the re-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.*

Special Notes:

1. Please see the registration and/or CTLE webpages for information regarding these requirements. Conditional registration only applies to educators who are [subject to CTLE](#).
2. 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.
3. Notification of Name and/or address change and/or email address change.
 - a. Any change of Name and/or address and/or email 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