

## **New Registration Requirement for Permanent Certificate Holders**

A person who held a permanent certificate in the classroom teaching service or educational leadership service (administration) certificate prior to July 1, 2016 must register with the New York State Education Department through the TEACH System. The person may do so either now or during the month of his or her birth in the 2016-17 school year. The person must renew his/her registration in the last year of each subsequent five-year period thereafter.

If you have not previously set up a username and password in TEACH, then you will need to do so to register. The link to the TEACH System may be found on the Office of Teaching Web Site at [www.highered.nysed.gov/tcert](http://www.highered.nysed.gov/tcert). Please follow the prompts in the TEACH System to set up the username and password. The TEACH help line for username, password and technical issues is (518) 486-6041.

Additional information regarding the requirement may be found on the Office of Teaching Web Site at [www.highered.nysed.gov/tcert](http://www.highered.nysed.gov/tcert).

If you have questions regarding the requirement, then please contact Nicole Bensley at (716) 731-6800, extension 2236 or [nbensley@onboces.org](mailto:nbensley@onboces.org). Please note that Mrs. Bensley does not have access to your username and/or password and cannot assist with technical problems. Please keep your name, home address and email address current in your TEACH account.