



MUSIC EDUCATION INITIAL CERTIFICATION APPLICATION PACKET

Dear Music Education Theatre Initial Teacher Certification Applicant:

The New York State Education Department – Office of Teaching Initiatives requires students competing teacher certification programs to apply online for their teaching certificates through the NYSED TEACH Online system.

On the NYSED TEACH system you may submit an online teacher certification application, pay application fees online by using a credit card, check online for the status of your certificate application and view online all correspondence sent by the Office of Teaching. TEACH is available 24 hours a day, 7 days a week so that you may enter your application online and check the status of your application at your convenience.

Please do not complete fingerprint processing information on TEACH if you have already been fingerprinted through the NYSED or by the NYCDOE. If you have been fingerprinted by the NYCDOE and your fingerprint clearance does not appear in your TEACH account, please complete the attached OSPRA 104 form and forward to the NYCDOE (address/fax at bottom of form).

Attached please find a Request for Recommendation Form and a Student Application Information Sheet to assist you with the application process.

Once you have completed the online application process, please submit the Request for Recommendation Form to your advisor/department's certification liaison (bottom of form), so that we may recommend you for certification to the New York State Education Department.

If you have any questions, please let me know.

Sincerely,

Mark J. Perez
Certification Officer



Student Application Information Sheet

New York State Teacher Certification

Please use the information provided below to assist you in completing your online application for NYS Teacher Certification.

First: Create User Login and Password

In order to apply online, you will enter TEACH online services via the Office of Teaching Initiatives Web site at www.highered.nysed.gov/tcert/teach and create a TEACH login and password at the New York State Directory Services site. Click on "TEACH Online Services" then on "Self Registration" in top right hand corner. Instructions are provided as you go through this process. Once you have created your login and password this step is completed and you never have to repeat this process (unless you forget your password).

Please do not complete fingerprint information on TEACH if you have already been fingerprinted through the NYSED or by the NYCDOE. If you have been fingerprinted by the NYCDOE and your fingerprint clearance does not appear in your TEACH account, please complete the attached OSPRA 104 form and forward to NYCDOE (address/fax at bottom of form).

Second: Creating a TEACH Account & Completing the Application

Step 1: Create Applicant Profile

Enter your personal information and preferences

Use the information below to complete the Self-Reported education portion of the online application:

Institution Name: **New York University - Main**
Award Title: **Bachelor of Music or Master of Arts**
Program: For Bachelor of Music choose **22760 Teaching Music, All Grades**
For Master of Arts choose **24690 Teaching Music, All Grades**
Major: **Education**
Date Degree Received: / / [Date Format: mm/dd/yyyy] Number of Credits:
Date Attended From: / / _____ Date Attended To: / / _____

Step 2: Select Certificate(s)

A. Use the following information to select the appropriate certificate title and type:

- Select your Area of Interest: **Classroom Teacher**
- Select your Subject Area: **Music**
- Select the Grade Level: **PreK-12 All Grades**
- Select the Title: **Music**
- Select the Type of Certificate: **Initial**

B. When prompted for program code, enter 5 digit code listed before your program major above

C. Select "I want my application to be reviewed by the State Education Department"

Continue through the application answering all required questions; sign the affidavit and application; and make your payment. You may pay online using a credit card or print out the payment coupon and mail in a US Postal Money Order.

Need help?

Problems completing your application?
Mark J. Perez, NYU Certification Officer
(212) 998-5033
mark.perez@nyu.edu

Problems using TEACH?
New York State Education Dept. Contact Info:
Technical support available by telephone Monday – Friday
from 9am – 4pm at (518) 486-6041 or at
www.highered.nysed.gov/tcert/teach/report.html

**REQUEST FOR RECOMMENDATION
FOR NEW YORK STATE INITIAL CERTIFICATION**

NAME _____

SSN _____ NYU ID _____ DOB _____

ADDRESS _____

E-MAIL _____ TELEPHONE _____

DEGREE AND MAJOR _____

DEGREE COMPLETION/CONFERRAL DATE _____

CERTIFICATE APPLIED FOR Music, All Grades

REQUEST FOR RECOMMENDATION

I have applied online to the New York State Education Department for my teaching certificate. I will qualify on the basis of my degree, and have completed the certification program, including the required internships, at New York University. I hereby request that New York University recommend me for certification to the New York State Education Department.

Signature of Applicant

Date

RECOMMENDATION OF PROGRAM ADVISOR

I certify that, upon completion/conferral of their degree, the above named student will have acquired the skills, attitudes and knowledge set forth as the requirements for the program and should be recommended for certification in Music, All Grades.

Signature of Certification Liaison/Advisor/Dept Rep

Date

RETURN FORM TO: Dr. Elise Sobol, Certification Liaison,
Coordinator, Licensure Programs
Department of Music and Performing Arts Professions
35 West 4th Street, 777G
New York, NY 10012



OSPRA 104 (10/07)

**Authorization to Forward Criminal History
Record Information from the City School District
of the City of New York to the New York State
Education Department**

**Office of School Personnel Review and
Accountability**

NYS Education Department
ph: (518) 473-2998

www.highered.nysed.gov/tcert/ospra
OSPRA@mail.nysed.gov

Type or Print All Information

Instructions to Applicant: Please complete Sections 1, 2 and 3 and mail the form to the address in Section 4.

Please Note: This form is to be filed by individuals who have been previously fingerprinted (after July 1, 1990) for a license and/or employment by the New York City Board of Education (NYCBOE) and are authorizing the NYCBOE to forward their criminal history to the New York State Education Department for certification application and/or employment purposes.

SECTION 1

(Inaccurate or incomplete information will delay processing)

Name: (Last)	(First)	(Middle)	Sex: (M/F)
Home Address: (Street, Apt. #)		Social Security Number	
City, State, Zip:		Telephone (Area Code and Number)	
E-mail Address:		Date of Birth (Month, Day, Year)	

SECTION 2

Please choose (✓) one of the following:

- I am leaving or have left the employ of the NYCBOE and am seeking clearance for certification and/or employment.
- I am remaining in the employ of the NYCBOE and I am seeking clearance for certification.
- I am remaining in the employ of the NYCBOE and I am seeking additional employment in a covered school other than the NYCBOE.

SECTION 3

- I hereby authorize the NYCBOE to forward the content of my criminal history record as secured from DCJS and the FBI to the New York State Education Department as a condition of my application for certification and/or clearance for employment. I further understand that the NYCBOE is authorized to forward subsequent criminal history notifications received from DCJS to the New York State Education Department.
- I understand that if my fingerprints have not been retained by DCJS, I will have to be fingerprinted again to meet the requirements of Chapter 180 of the Laws of 2000.
- I understand that if I am seeking clearance for employment, an OSPRA 102 will have to be filed by my prospective employer before a clearance will be issued.

Signature: _____ Date: _____

SECTION 4

MAIL TO:



Division of Human Resources

HR Connect Walk-in Center
65 Court Street, Room 102
Brooklyn, New York 11201
Ph: (718) 935-4000 Fax: (718) 935-2726