On March 21, 2016, the Board of Regents adopted emergency regulations to amend and implement Education Law §3006 requiring all individuals holding a teaching certificate in the classroom teaching service, a Level III teaching assistant certificate or educational leadership certificate valid for life to register with the State Education Department (SED) every five years, commencing with the 2016-2017 school year.

**Regulations require registration for:**

- The “classroom teaching service” includes teachers and those in the administrative supervisory service. Educational leadership service includes the certificate titles of school building leader, school district leader, and school district business leader.

- Practicing - employed 90 days or more during a school year by an applicable school, and a day of employment is defined to include a day actually worked in whole or in part, or a day not actually worked but a day paid.

- Teaching Assistants holding a Level III certificate

- *Excluded are those who hold a pupil personnel service certificate (e.g. school counselors, school social workers and school psychologists)*

Go to [http://www.highered.nysed.gov/tcert/teach/](http://www.highered.nysed.gov/tcert/teach/)
Select Log in to TEACH if you have an account.
If you do not have an account select Create a NY.gov TEACH Account
If you have problems logging on you may call the TEACH HELP phone line at 518-486-6041 from 8:30am – 4:00pm

Once you have logged in click on the TEACH Icon

Select **View Registration Status**
Go To change your registration status click [here](#)

Check the **Yes, I would like to register** box, then [Submit](#)

Answer the following questions, select **Submit**

Answer the following questions, select **Submit**

Answer the following questions, select **Submit**
Congratulations you have completed the registration process!

Thank you for completing the registration process! Your registration status is registered.

This status will be displayed on the profile section of TEACH with the expiration date of your registration period.

If you hold a Professional or Teaching Assistant certificate and are practicing in a New York State public school or 20315, you are required to complete a minimum of 100 hours of Continuing Teacher and Leader Education from an approved sponsor every 5 years registration period. More information regarding this requirement can be found at [www.ny.gov].

Notification of name and/or address change

Any change of name or address must be updated in TEACH within 30 days of such change. If you fail to inform the Department of your new address or name, you may

Please Note – My Learning Plan has set up a reminder to register for NY TEACH when you log on. In order to remove the reminder you have to enter your birth month and day with the year of your certification. For example, 08/07/2003.