

## It's time to register with TEACH...

1. Log into [TEACH](#).
2. Notice if you have an alert that your registration is going to expire...

### Registration Status

REGISTERED - ACTIVE. You are registered through: 10/31/2021

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

#### Certificate(s) That Require Registration

3. Click on the word “here” to begin the process. You will get a pop-up with information about registration. Everyone must register. Anyone with a “Professional” teaching or administrative certificate must also complete 100 hours of Professional Development.
4. The next window asks you to answer two questions...
  - Report the number of years you practiced since last registering. Only whole numbers are accepted, so remember to round up.
  - Report the number of years you were employed in a district that was exempt from the language acquisition requirement. Dryden has had an exemption every year since 2016. If you need to check a previous district, here is the [link](#).
5. The third window asks you to check a box to attest to the following statement...

“I attest that I completed the total number of CTLE clock hours and the CTLE language acquisition requirement as described above during my registration period and/or conditional registration period, or that I have an approved adjustment to the CTLE requirement from the New York State Education Department (NYSED). I am aware that I must retain documentation verifying the completion of my CTLE clock hours for at least three years from the end of the registration period and that this documentation must be available for review by NYSED if requested.”

- You DO NOT need to send them any documentation. However, you are supposed to save your documentation for three years after you register in case they decide to ask you for it. Keeping the certificates digitally is fine.
  - If you did not complete the language acquisition requirement, you can request a “conditional registration”.
6. The next window has seven yes/no “Moral Character” questions.
  7. The next window is a child support question, and an affidavit that everything you entered is accurate.
  8. Finally, they ask if you are registering as active or inactive.
  9. Click submit and you are done until 2026!