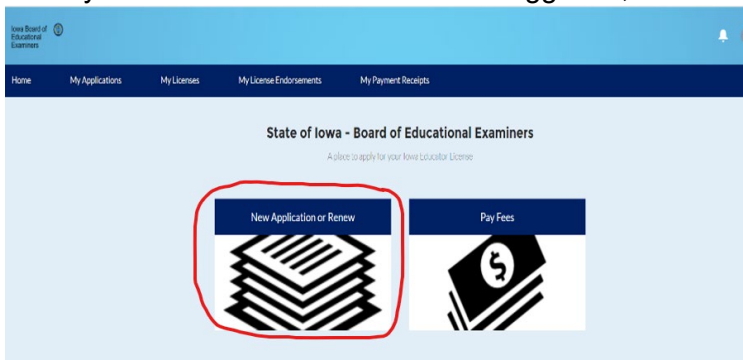


Directions to Renew a Standard or Master Educator License using an Advance Degree and 10 Years of K-12 Experience

1. Documents you need before you begin to confirm requirements are met:
 - Official transcripts showing the master's degree, or a note stating that the applicant already **holds a license** that required a master's degree (i.e., Master Educator License or Administrative License. The applicant can write this note themselves.)
 - Verification of at least 10 years of licensed K-12 experience in education in the form of a letter on school letterhead from an administrator or school HR department.
 - Current [mandatory reporter training](#) for child abuse.
2. Go to the [Apply/Renew/Convert webpage](#) under Educator Licensure.
 - Have your folder number ready if you already hold a license.
 - Use the [License Search](#) if you are unsure of your folder number or unsure if you have one.
3. From the Apply/Renew/Convert webpage, select either:
 - a. [Create a new account](#) (if you have never used our online application system)

or

 - b. [Log In](#) (if you already have an account)
4. Once you have created an account or logged in, select **New Application or Renew**.



5. Confirm your profile information and select **Next**

6. Select Renew Existing License

The screenshot shows the 'Apply for a new License' section on the New York State Education Department website. The 'Renew Existing License' option is highlighted with a red circle. Below the options, there are instructions for each type of application.

Please select the type of application you would like to begin.

- Apply for a new License
- Renew Existing License
- Convert a License
- Extend a License
- Add Endorsement
- Other (Resprint Request, Update Information, Etc)

New License: Used to apply for a new license. New Teaching License, New Conditional License etc. If you currently hold a Teaching license, and want to apply for a new substitute license, you will find the application here.

Renew: Used to renew an existing license. Renew a Standard Educator, Coaching Authorization etc.

Convert: Used to convert a license to its next stage. Initial to Standard Educator, Standard to Master, Initial Administrator to a Professional Administrator etc.

Extend: Used to extend an existing license to allow more time to meet the renewal/conversion requirements. Extend an Initial or Standard license etc.

Add Endorsement: Used to add new endorsements to licenses and certifications.

Other: Used for other functions, name change, etc.

7. Select the License you are renewing:

Standard

or

Master Educator

8. Select Application Type:

Renew Standard-Advanced Degree and 10 Years' Experience

or

Renew Master Educator-Advanced Degree and 10 Years' Experience

9. The system will now have you

- Agree to creating an application, read through the instructions and scroll to the red X's.
- Complete a checklist
- Upload the required documents.
- Pay the fees/Submit application.