



BUFFALO STATE
The State University of New York

Applying for Initial and Professional School Building Leader and Professional School District Leader

go to www.highered.nysed.gov/tcert/teach

Log on to TEACH with your username and password.

Click on "TEACH Online Services"

Click on "Apply for Certificate"

Update profile to reflect classroom teaching and/or administrative experience.

Applying for Initial and Professional School Building Leader

Make selections from drop boxes to select certificate title:

Administration and Pupil Personnel Services, School Administration and Supervision, PreK-12-All Grades, School Building Leader, Initial Certificate (Professional if you have met the requirements)

Answer yes to question re: approved teacher prep program (program code: 33801)

Answer "moral character" questions and electronically sign affidavit

Submit payment for application (\$50 per title, online using a credit card)

Send updated transcripts to:

NYSED-OTI

89 Washington Avenue Room 5N

Albany NY 12234

Applying for Professional School District Leader

Make selections from drop boxes to select certificate title:

Administration and Pupil Personnel Services, School Administration and Supervision, PreK-12-All Grades, School District Leader, Professional Certificate

Answer yes to question re: approved teacher prep program (program code: 33801)

Answer "moral character" questions and electronically sign affidavit

Submit payment for application (\$50 per title, online using a credit card)

Send updated transcripts to:

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Be sure to send the **Release Authorization** form to the Teacher Certification Office in Chase Hall, Room 222. To access the release form and for information regarding certification requirements, go to:

<http://teachercertification.buffalostate.edu/>