



**I HAVE CHILDHOOD 1-6 CERTIFICATION AND WANT TO ADD  
A CONTENT AREA 7-12 CERTIFICATION**

If you hold Initial NYS Certification in Childhood 1-6, you may wish to add certification in a Secondary (grades 7-12 / Adolescent) content area. To do so, you will need to apply for the Secondary title as an additional certificate through a BOCES Regional Certification Office. BOCES will complete an official evaluation and send you a letter telling you which requirements are missing. Upon completion of the missing requirements, the evaluation may be updated at no additional cost.

The current requirement to add certification in most Secondary areas is 6 credits of coursework that is specifically at the Adolescent developmental level, 30 acceptable content credits\*, plus the appropriate content area CST.

\* Content credit requirements vary by title. BOCES will assist you in determining your requirements.

Some courses that have been accepted in the past to fulfill the 6 credit Adolescent requirement include: EDU 417, EXE 372, EXE 672, SSE 524, SPF 403, and SPF 529. **You will want to verify the continued acceptability of these courses with BOCES** after you apply for the certification and before you register for a course.

To apply:

go to [www.highered.nysed.gov/tcert/teach](http://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"

Make selections from drop boxes to select certificate title: Classroom Teacher, Adolescent-Grades 7-12, 7-12-  
<content area>, Initial Certificate

Answer no to question re: approved teacher prep program (you will not need a program code)

Answer no to question regarding a teaching certificate in another state

Answer no to question regarding initial to professional certification (this question doesn't always appear)

Your pathway should be: Additional Classroom Teaching Certificate

Select BOCES to process your application

Select the school district in which you live or teach (this will direct your application to the appropriate BOCES)

Submit application fee (\$100 per certificate title online using a credit card)

Send college transcripts. Please read through NYSED's policy for transcript submission:

<http://www.highered.nysed.gov/tcert/certificate/transcripts.html>

You will be requesting Buffalo State transcripts from the Registrar's Office:

<https://registrar.buffalostate.edu/transcript-ordering>. **Be sure to select 'Add an Attachment' and upload a letter requesting that the Registrar's Office include an official document reflecting your full date of birth, last four digits of your SSN, and your name as it appears on your TEACH account.**

**Please note that certification requirements are subject to change at any time and without notice.**

For information regarding certification requirements, go to <https://teachercertification.buffalostate.edu/>