

Apply for Professional Business & Marketing Certification on TEACH

Program codes for Professional Certification are linked to the specific completed master's degree program. The Business & Marketing Education master's degree program has been approved by New York State to lead to a college recommendation for Professional Business & Marketing certification.

Before applying on TEACH, submit the Online Release Authorization Form found under Quick Links at [Teacher Certification Office \(www.teachercertification.buffalostate.edu\)](http://www.teachercertification.buffalostate.edu)

Go to [TEACH \(www.highered.nysed.gov/tcert/teach\)](http://www.highered.nysed.gov/tcert/teach)

Log on to TEACH with your username and password

Select "TEACH Online Services"

Select "Apply for Certificate"

Make selections from the drop boxes to select certificate title:

Area of Interest: Classroom Teacher
Subject Area: Business & Marketing
Grade Level: PK-12 – All Grades
Title: Business & Marketing
Type of Certificate: Professional Certificate

Answer yes to the question regarding enrollment in or completion of an approved teacher preparation program for this title and enter the program code **25214**.

Select the **Approved Program Certificate Progression** pathway for this title

If the college recommendation for this title has already been posted to your TEACH account, you will not need to enter the program code. TEACH will automatically select the pathway for this application.

Answer the moral character questions and electronically sign affidavit

Submit \$50 application fee online using a credit card

Request that your district(s) verify your mentored and teaching experience. Employers located in New York have the option of entering an electronic Superintendent Statement (Verification of Teaching Experience) onto the applicant's TEACH account. **This is the preferred method of verifying experience.** However, if the employer is not located in NYS and/or cannot verify experience using this method, they can submit the [Verification of Paid Experience Form For Teachers](http://www.highered.nysed.gov/tcert/pdf/ot-verifexper-teacher.pdf)

For all other professional titles, leave the program code box blank and answer no to the question regarding an approved teacher preparation program. The appropriate pathway should be **Certificate Progression**. Send transcripts that reflect the conferral of your master's degree to NYSED.

Please read through NYSED's guidance for [Submitting College Transcripts](http://www.highered.nysed.gov/tcert/certificate/transcripts.html) (<http://www.highered.nysed.gov/tcert/certificate/transcripts.html>)

Request Buffalo State University transcripts from the [Registrar \(https://registrar.buffalostate.edu/transcript-ordering\)](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.

Certification requirements are subject to change at any time and without notice