



BUFFALO STATE
The State University of New York

Business & Marketing Master's Degree Program

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 NYS to lead to a college recommendation for Professional Business & Marketing certification, so the only Professional title for which you will use the program code (25214) will be Professional Business & Marketing. The appropriate "pathway" for Professional Business & Marketing will be "Approved Program Certificate Progression".

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.

For all other professional titles, you will 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". You will need to send transcripts that reflect the conferral of your master's degree to NYSED.

If you haven't already done so, you will want to 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 this form instead:
<http://www.highered.nysed.gov/tcert/pdf/ot-verifexper-teacher.pdf>

For applications that require transcripts:

Please read through NYSED's policy for transcript submission at:
<http://www.highered.nysed.gov/tcert/certificate/transcripts.html>

You will be requesting transcripts from the Registrar's Office at:
<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/>