

Apply for Professional Certification on TEACH after Completion of Creative Studies / Creativity and Change Leadership Master's Degree Program

If you hold a valid Initial NYS teaching certificate, and plan to use the Creative Studies/ Creativity and Change Leadership master's degree to fulfill the master's degree requirement for Professional Certification you will need to complete 12 graduate level credits in the content area of your Initial Certificate. Because your application for Professional Certification will not be processed by Buffalo State, Buffalo State cannot verify the acceptability of the 12 graduate level credits of content. Please note: **The 12 graduate level content credits are not required for Generalist titles, such as Childhood, Early Childhood and SWD titles.** Any master's degree may be used to fulfill the master's degree requirement for generalist titles.

Program codes for Professional Certification are linked to the specific master's degree program that is completed. Because the Creative Studies Program is not an approved teacher preparation program, you will not be using a program code to apply for your Professional Certification.

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 for which you wish to apply

Answer no to the question regarding enrollment in or completion of an approved teacher preparation program for this title and leave the program code **blank**

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

Answer the moral character questions and electronically sign affidavit

Submit \$100 application fee online using a credit card

You will need to send transcripts that reflect the conferral of your master's degree and the 12 required graduate level credits in your content area 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.

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](http://www.highered.nysed.gov/tcert/pdf/ot-verifexper-teacher.pdf)

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