



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 of content 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.

Applying for Professional Certification

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.

To apply for Professional Certification, go to: <http://www.highered.nysed.gov/tcert/teach/> and sign on with your Username and Password. Click on "Apply for Certificate" and make selections from the drop boxes to select the certificate title for which you wish to apply.

You will answer "no" to the question regarding an approved teacher preparation program and leave the program code box blank. The appropriate pathway should be "Certificate Progression".

The application fee is \$100 per title.

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 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.**

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>

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/>