



## Apply for Professional CTE Certification on TEACH (Certificate Progression)

If you **do not** have a degree in Career and Technical Education, hold Initial CTE Certification and have completed three years of appropriate [teaching experience](#), the [Educating All Students \(EAS\) test](#), and the [three courses required for Professional CTE Certification](#), you will apply for Professional CTE Certification through the Certificate Progression Pathway.

Go to [TEACH](http://www.highered.nysed.gov/tcert/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: Career and Technical Teacher

Subject Area: Select appropriate subject area

Grade Level: Adolescent Grades 7- 12

Title: Select appropriate title

Type of Certificate: Professional Certificate

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

Answer the moral character questions and electronically sign affidavit

Submit \$100 application fee online using a credit card

Submit transcripts that show the required courses. Please read through NYSED’s guidance for [Submitting College Transcripts](#) (<http://www.highered.nysed.gov/tcert/certificate/transcripts.html>)

Request Buffalo State University transcripts from the [Registrar](#) (<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.

Document three years of acceptable teaching experience: 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 your TEACH account. **This is the preferred method of verifying experience**; however, if the employer cannot verify experience using this method, they can submit this form instead: <http://www.highered.nysed.gov/tcert/pdf/ot-verifexper-teacher.pdf>

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