



Apply for Initial CTE Certification Grades 7 - 12 on TEACH

Go to [TEACH](http://www.highered.nysed.gov/tcert/teach) (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: Initial 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 pathway that matches your educational and occupational background

Answer the moral character questions and electronically sign affidavit

Submit \$100 application fee online using a credit card

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.

Document [Occupational Experience](http://www.highered.nysed.gov/tcert/certificate/cte/occupational-experience.html) (<http://www.highered.nysed.gov/tcert/certificate/cte/occupational-experience.html>)

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