



Applying for Coordinator of Work-Based Learning Extension

If you hold a valid NYS teaching certificate, you may wish to add the Coordinator of Work-Based Learning (CW-BL) extension. Buffalo State can recommend you for this title if you meet the following requirements:

- Hold valid NYS teaching certificate
- CTE 550/555 or CTE 450/455
- DASA workshop

Please note: Requirements are subject to change at any time and without notice. To request the college recommendation, you will need to submit the completed Release Authorization form.

To apply on TEACH, go to www.highered.nysed.gov/tcert/teach

Log on to TEACH with your username and password

Click on “TEACH Online Services”

Click on “Apply for Certificate”

Make selections from drop boxes to select certificate title.

Area of Interest: Career and Technical Teacher Extensions

Subject Area: Coordinator of Work-Based Learning Programs Extension

Grade Level: Adolescent – Grades 7-12

Title: Coordinator of Work-Based Learning Programs Extension

Type: Initial, Professional, or Permanent (select type that matches valid base certificate)

Answer yes to question re: approved teacher prep program (program code: **25234**)

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.

Select NYSED to process your application

Complete occupational experience information using the following form:

<https://www.highered.nysed.gov/tcert/pdf/ot-NEW%20Verification%20of%20Occupational%20Experience%20Form-1-2023.pdf>

Answer “moral character” questions and electronically sign affidavit

Submit payment for application(s) (\$50 per title, online using a credit card)