



Applying for Initial, Professional, or Permanent Coordinator of Work-Based Learning Extension on TEACH

If you hold a valid NYS teaching certificate, you may wish to add the Coordinator of Work-Based Learning (CWBL) 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
- Child Abuse Identification Workshop Second Update
- Submit the Online [Release Authorization Form](#), found under Quick Links on [Teacher Certification Office \(www.teachercertification.buffalostate.edu\)](http://www.teachercertification.buffalostate.edu)

To apply for the CWBL certificate extension, 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 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 regarding enrollment in or completion of an approved teacher preparation program for this title and enter the 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

Visit [Verification of Work Experience \(https://www.highered.nysed.gov/tcert/certificate/form.html\)](https://www.highered.nysed.gov/tcert/certificate/form.html) to complete the CTE occupational experience form required for this application.

Answer the moral character questions and electronically sign affidavit

Submit \$50 application fee online using a credit card

Please note: Requirements are subject to change at any time and without notice.