

INTERNSHIP CERTIFICATE: School Building Leader (SBL)

The SBL Internship Certificate requires a college recommendation. You must meet department specific criteria to be eligible for the college recommendation. Please do not apply for the Internship Certificate until you have received department approval to participate in a college supervised Internship experience.

The college recommendation does not guarantee eligibility for the Internship Certificate.

To request the College Recommendation, complete the Online Release Authorization Form, which you'll find on the Teacher Certification Office website, listed under [Quick Links](#).

You will need to apply for the Internship Certificate on TEACH (see instructions below). After you submit the application for the Internship Certificate, NYSED will complete an official evaluation to determine your eligibility for this certificate.

The NYSED eligibility requirements include:

- Enrolled in a NYS Registered School Building Leader (SBL) Program
- Completion of at least 50% of the SBL Program
- College Recommendation for the SBL Internship Certificate
- DASA Workshop
- Updated Child Abuse Identification Workshop (new program)
- Fingerprint Clearance

To apply for the Internship Certificate 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"

Update your TEACH profile

Make selections from drop boxes to select certificate title: Administration and Pupil Personnel Services, School Administration and Supervision, PreK-12 All Grades, School Building Leader, Internship Certificate

Answer yes to question re: approved teacher prep program (program code: 29165)

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.

Answer "moral character" questions and electronically sign affidavit

Submit payment for application (\$50 for the college recommended certificates, online using a credit card)

Internship Certificates are valid for two years, **unless you complete or leave the SBL Program**. Once you complete or leave the program, the Internship Certificate will **no longer be valid**, regardless of the expiration date listed on TEACH. To avoid a lapse in your certification status, you will need to complete all requirements for Initial/Professional Certification, including all exam requirements well in advance of your final semester.