



Apply for Initial / Professional School Building Leader or Professional School District Leader Certification on TEACH

Before applying on TEACH, submit the Online Release Authorization Form found under Quick Links at [Teacher Certification Office \(www.teachercertification.buffalostate.edu\)](http://www.teachercertification.buffalostate.edu)

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"

Update profile to include teaching and/or administrative experience

Select "Apply for Certificate"

Make selections from the drop boxes to select certificate title:

School Building Leader

Area of Interest: Administration and Pupil Personnel Services

Subject Area: School Administration and Supervision

Grade Level: PreK-12-All Grades

Title: School Building Leader

Type of Certificate: choose Initial or Professional based on position/experience

School District Leader

Area of Interest: Administration and Pupil Personnel Services

Subject Area: School Administration and Supervision

Grade Level: PreK-12-All Grades

Title: School District Leader

Type of Certificate: Professional

Answer yes to the question regarding enrollment in or completion of an approved teacher preparation program for this title and enter the program code **33801**

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 the moral character questions and electronically sign affidavit

Submit \$50 application fee online using a credit card

Send all transcripts listing graduate-level credits to NYSED

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.

Verify teaching and mentored experience. Employers located in New York have the option of entering an electronic Superintendent Statement (Verification of Teaching Experience, Administrator Experience, or Mentoring) onto the applicant's TEACH account. **This is the preferred method of verifying experience.** However, if the employer is not located in NYS and/or cannot verify experience using this method, they can submit this form instead:

Initial SBL: [Verification of Paid Experience Form for Classroom Teachers and Pupil Personnel Services Professionals \(http://www.highered.nysed.gov/tcert/pdf/ot-verifexper-teacher-PPS.pdf\)](http://www.highered.nysed.gov/tcert/pdf/ot-verifexper-teacher-PPS.pdf)

Professional SBL/SDL: [Verification of Paid Experience Form for School Building Leaders/School Administrator Supervisors](http://www.highered.nysed.gov/tcert/pdf/ot-verifexper-sbl-sas.pdf) (<http://www.highered.nysed.gov/tcert/pdf/ot-verifexper-sbl-sas.pdf>)

For Professional SBL, Verify Mentored Experience-SBL: Request that mentored experience be added to your TEACH account by the public school district in which you completed your first year of SBL experience.

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