

Apply for Internship or Professional School District Business 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"

Select "Apply for Certificate"

Make selections from the drop boxes to select certificate title:

Area of Interest: Administration and Pupil Personnel Services

Subject Area: School Administration and Supervision

Grade Level: Pre K-12-All Grades

Title: School District Business Leader

Type of Certificate: Internship or 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 **44019**.

Select the **Approved Program Certificate Progression** pathway for this title

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 transcripts from any college/university where you earned graduate level credits. 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.

The SBL and SDL Internship Certificates require 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. After you submit the application for the Internship Certificate, NYSED will complete an official evaluation to determine your eligibility for this certificate. Internship Certificates are valid for two years, **unless you complete or leave the SBL/SDL 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, complete all requirements for certification, including all exam requirements well in advance of your final semester.