

**I HAVE A VALID NYS CERTIFICATE AND WANT TO ADD
STUDENTS WITH DISABILITIES - ALL GRADES CERTIFICATION**

Once you have been issued NYS Initial Certification, you may wish to add the SWD All Grades Certificate. To do so, you will need to apply for the SWD All Grades title as an additional certificate through the additional certificate pathway. After your evaluation has been completed, you will receive a letter telling you which requirements are missing. Upon completion of the missing requirements, the evaluation may be updated at least once at no additional cost.

Requirements may vary based upon the certificate title(s) you currently hold, when your currently valid certificate was issued, and the requirements completed at the time you earned the certificate(s) you currently hold. Typically, NYSED will be looking for the following:

- Hold a valid NYS teaching certificate
- 6 acceptable credits each in Math, Science, Social Studies and English
- 12 acceptable credits in SWD to include Foundations of Special Education, Curriculum & Instruction for SWD, Assessment of SWD, Managing the Environment for SWD
- CST-SWD
- One of the following CST-Multisubject exams: Multisubject for Childhood, Multisubject for Middle Childhood, Multisubject for Secondary
- Workshops: Autism (<https://www.autismautism.com/>) and DASA
- Fingerprint Clearance

Courses that have been accepted in the past to fulfill the SWD requirements include: EXE 500, EXE 501, EXE 502, EXE 503. **You will want to receive the official evaluation** before you register for a course, as it is likely that you have already completed at least one of the required SWD courses as well as other requirements.

To apply:

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: Classroom Teacher, Students With Disabilities, PreK-12- All Grades, Students with Disabilities (All Grades), Initial Certificate (or Professional if you hold a valid Professional Certificate in another area)

Answer no to question re: approved teacher prep program (you will not need a program code)

Answer no to question regarding a teaching certificate in another state

Answer no to question regarding initial to professional certification (this question doesn't always appear)

Your pathway should be: Additional Classroom Teaching Certificate

Select NYSED or BOCES to process your application – BOCES will likely process your application much more quickly, while NYSED will take approximately 16 weeks to process applications

Submit application fee (\$100 per certificate title online using a credit card)

Send college transcripts. Please read through NYSED's policy for transcript submission:

<http://www.highered.nysed.gov/tcert/certificate/transcripts.html>

If you will be requesting Buffalo State transcripts from the Registrar's Office:

<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.**

Please note that certification requirements are subject to change at any time and without notice.

For information regarding certification requirements, go to <https://teachercertification.buffalostate.edu/>