

**I HAVE EARLY CHILDHOOD (B-2) AND WANT TO ADD SWD B-2 CERTIFICATION**

If you hold a valid NYS Initial Certification in Early Childhood (B-2) and want to add the SWD B-2 title, you will need to apply for the SWD B-2 title as an additional certificate through a BOCES Regional Certification Office. BOCES will complete an official evaluation and send you a letter telling you which requirements are missing. Upon completion of the missing requirements, the evaluation may be updated at no additional cost.

The current requirement to add SWD B-2 certification includes 12 credits in SWD coursework to match up with the following competencies: Foundations of Teaching SWD, Assessment Diagnosis & Evaluation of SWD, Managing the Environment for SWD, and Curriculum & Instruction for SWD, plus the CST-SWD and Autism workshop. **Please note that certification requirements are subject to change at any time and without notice.**

Some courses that have been accepted in the past to fulfill the SWD requirements include: EXE 500, 501, 502, 503. **You will want to verify the continued acceptability of these courses with BOCES** after you apply for the certification and before you register for a course.

To apply:

go to [www.highered.nysed.gov/tcert/teach](http://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, Early Childhood-Birth-Grade 2, Students With Disabilities (Birth-Grade 2), Initial Certificate

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 BOCES to process your application

Select school district in which you live or teach (this will direct your application to appropriate BOCES Office)

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>

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.**

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Exam information: [www.nystce.nesinc.com](http://www.nystce.nesinc.com)

Autism seminar: <https://www.autismautism.com/>

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