



Apply for Grades 7-12 Content Area Certificate on TEACH with Valid Childhood Grades 1-6 Certificate

If you hold Initial New York State Certification in Childhood Grades 1-6, you may wish to add certification in a Secondary Grades 7-12 Adolescent content area.

The current requirements to add certification in most subject areas Grades 7-12 include 6 credits of coursework that is specifically at the Adolescent developmental level, 3 credits of Literacy Skills Methods, 18 acceptable content credits, the Content Specialty Test (CST) for the subject area, and the Child Abuse Identification Second Update workshop.

The following courses might be acceptable to fulfill the 6 credit Adolescent requirement: EDU 417, EXE 372, EXE 572, SSE 524, SPF 403, EDU 609, and SPF 529. **You will want to verify the acceptability of these courses with BOCES** after you apply for the certificate and before you register for coursework.

Go to [TEACH](http://www.highered.nysed.gov/tcert/teach) (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: Classroom Teacher

Subject Area: Choose Subject Area

Grade Level: Adolescent Grades 7-12

Title: Chosen Subject Area Grades 7-12

Type of Certificate: Initial Certificate

Answer **NO** to the question regarding enrollment in or completion of an approved teacher preparation program for this title and leave the program code blank

Answer no to question regarding a teaching certificate in another state

Answer no to question regarding initial to professional certification if this question appears

Select the **Additional Classroom Teaching Certificate** pathway for this title

Select BOCES to process your application. Select the school district in which you live or teach to direct you to the appropriate BOCES. 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.

Answer the moral character questions and electronically sign affidavit

Submit \$100 application fee online using a credit card

You will need to send transcripts that reflect the required coursework 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.

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