

## INITIAL CERTIFICATION CHECKLIST

- TEACH Account:** Create your TEACH account **PRIOR** to student teaching on [TEACH http://www.highered.nysed.gov/tcert/teach](http://www.highered.nysed.gov/tcert/teach). Be sure to record your username and password and keep in a safe place for future reference.  
  
Username: \_\_\_\_\_ Password: \_\_\_\_\_
- Fingerprint Clearance:** Apply and submit fingerprinting fee **PRIOR** to student teaching at [Fingerprinting http://www.nysed.gov/educator-integrity/fingerprinting](http://www.nysed.gov/educator-integrity/fingerprinting)  
Use Service Code: **14ZGQT**.
- Examinations:** Most certificates require the Educating All Students Test (EAS) and appropriate Content Specialty Test (CST). Visit [NYSTCE http://www.nystce.nesinc.com](http://www.nystce.nesinc.com) for registration and preparation materials.
- Program:** Verify **ALL** program requirements are met on Degree Works, including the workshop requirements. **Please note, you must complete the Child Abuse Identification Workshop, Second Update.** If you're unsure which version you completed, please contact the Teacher Certification Office. Apply for graduation through the appropriate college office by the appropriate deadline for your expected degree conferral date.
- Certification Application:** Apply and pay for the appropriate certificate(s) on TEACH. Visit [Applying for Initial Certification https://teachercertification.buffalostate.edu/applying-initial-certification](https://teachercertification.buffalostate.edu/applying-initial-certification) for step-by-step program specific application instructions.
- Release Authorization:** Visit [Teacher Certification Office http://teachercertification.buffalostate.edu](http://teachercertification.buffalostate.edu) and complete the [Online Release Authorization Form](#) found under QUICK LINKS.

Visit [Teacher Certification Office http://teachercertification.buffalostate.edu](http://teachercertification.buffalostate.edu) for more information regarding certification requirements and resources.

Contact us at [teachercertification@buffalostate.edu](mailto:teachercertification@buffalostate.edu) or 716-878-6121

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