



**BUFFALO STATE**  
The State University of New York

## INITIAL CERTIFICATION CHECKLIST

- TEACH Account:** This should be done **PRIOR** to student teaching. To create your TEACH account, go to: [TEACH Online Services](#) (click on Create a NY.gov TEACH account).
- Fingerprint Clearance:** This should be done **PRIOR** to student teaching. Instructions to apply may be found on NYSED's website: [Fingerprint Processing](#) (follow instructions for Certification).
- Examinations:** Most certificates require the Educating All Students Test (EAS) and appropriate Content Specialty Test (CST). Registration and preparation materials for the EAS and CST are available online at: <http://www.nystce.nesinc.com>.
- Program:** Verify **ALL** program requirements are met on Degree Works, *including the Workshop requirements*. Apply for graduation through the appropriate college office by the deadline for your expected degree conferral date.
- Certification Application:** Apply and pay for the appropriate certificate(s) on TEACH. Directions to apply for Initial Certification may be found on the Teacher Certification Office webpage at: [Apply on TEACH](#)
- Release Authorization:** Complete the electronic Release Authorization form, allowing the Teacher Certification Office to post your college recommendation onto your TEACH account upon program/degree completion: [Release Authorization Form](#)

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

Visit the Teacher Certification Office website for more information regarding the above requirements as well as for links to websites, forms, and other resources:

<http://teachercertification.buffalostate.edu/>