

INITIAL CERTIFICATION CHECKLIST

- TEACH Account:** This should be done **PRIOR** to student teaching. Create your TEACH account on <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:** This should be done **PRIOR** to student teaching. Apply and submit fee on <http://www.highered.nysed.gov/tsei/ospra/>
Use Service Code: **14ZGQT**.

- 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 exams are available online at: <http://www.nystce.nesinc.com>

- Program:** Verify **ALL** program requirements are met on Degree Works, including the workshop requirements. **Please note, you must complete the NEW version of the Child Abuse Identification Workshop.** 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. Go to [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:** Complete the Online Release Authorization Form. The Online Release Authorization Form may be found on the Teacher Certification Office webpage at [Online 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/>

Contact us at teachercertification@buffalostate.edu or 716-878-6121