BUFFALO STATE
The State University of New York

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. Directions to apply for Initial Certification may be found on the Teacher Certification Office website at
https://teachercertification.buffalostate.edu/applying-teach

☐ **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