



BUFFALO STATE
The State University of New York

Career & Technical Education INITIAL CERTIFICATION CHECKLIST

This checklist is for individuals who are **completing a Bachelor's Degree Program** in Career & Technical Education (CTE) and who will be applying for a CTE title. This information is **not** appropriate for individuals applying for Family & Consumer Sciences, Business & Marketing Education, and Technology Education.

- 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**.
- 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.
- Occupational Work Experience:** Visit [Occupational Experience](http://www.highered.nysed.gov/tcert/certificate/cte/occupational-experience.html) <http://www.highered.nysed.gov/tcert/certificate/cte/occupational-experience.html> for instructions to submit required occupational experience to NYSED.
- 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 or 716-878-6121

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