



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:** 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.
- 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**.
- Program:** Verify **ALL** program requirements are met on Degree Works. 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 webpage at: <https://teachercertification.buffalostate.edu/applying-teach>
- Occupational Work Experience:** Documentation of occupational experience must be submitted to NYSED, using the instructions found on TEACH:
<http://www.highered.nysed.gov/tcert/certificate/cte/occupational-experience.html>
- 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/>