



**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.

**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**.

- ☐ **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 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 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](mailto:teachercertification@buffalostate.edu) or 716-878-6121