

APPLYING FOR INITIAL, PROFESSIONAL, AND INTERNSHIP CERTIFICATION FOR SCHOOL BUILDING AND/OR SCHOOL DISTRICT LEADER

To apply on TEACH:

Go to www.highered.nysed.gov/tcert/teach

Log on to TEACH with your username and password

Click on “TEACH Online Services”

Update profile to include teaching and/or administrative experience

Click on “Apply for Certificate”

Make selections from drop boxes to select certificate title (**see box below**)

Answer yes to question re: approved teacher prep program and enter program code: **33801**

If the college recommendation for this title has already been posted to your TEACH account, you will not need to enter the program code. TEACH will automatically select the pathway for this application.

Answer “moral character” questions and electronically sign affidavit

Submit payment for application (\$50 per title/ext. online using a credit card)

Send all transcripts listing graduate-level credits to NYSED, along with verification of appropriate experience (see instructions below)

School Building Leader

Area of Interest: Administration and Pupil Personnel Services

Subject Area: School Administration and Supervision

Grade Level: PreK-12-All Grades

Title: School Building Leader

Type of Certificate: choose one, based on position/experience: Internship, Initial, or Professional

School District Leader

Area of Interest: Administration and Pupil Personnel Services

Subject Area: School Administration and Supervision

Grade Level: PreK-12-All Grades

Title: School District Leader

Type of Certificate: choose one, based on position/experience: Internship or Professional

You must request that your district(s) verify your mentored and teaching experience. Employers located in New York have the option of entering an electronic Superintendent Statement (Verification of Teaching Experience, Administrator Experience, or Mentoring) onto the applicant’s TEACH account. **This is the preferred method of verifying experience.** However, if the employer is not located in NYS and/or cannot verify experience using this method, they can submit this form instead:

- Initial SBL: <http://www.highered.nysed.gov/tcert/pdf/ot-verifexper-teacher-PPS.pdf>
- Professional SBL/SDL: <http://www.highered.nysed.gov/tcert/pdf/ot-verifexper-sbl-sas.pdf>

For Professional SBL, you must request that Mentored Experience-SBL be added to your TEACH account by the public school district in which you completed your first year of SBL experience.

Internship Certificates are valid for two years, *unless you complete or leave the CAS SBL/SDL program*. Once you complete or leave the program, the Internship Certificate will *no longer be valid*, regardless of the expiration date listed on TEACH. To avoid a lapse in your certification status, you will want to complete all requirements for Initial/Professional SBL/SDL Certification, including all exam requirements well in advance of your final semester.

Before applying on TEACH, submit the Online Release Authorization Form. You’ll find the Release Authorization form on our website, under Quick Links.