



**BUFFALO STATE**  
The State University of New York

## Applying for Initial and Professional School Building Leader

go to [www.highered.nysed.gov/tcert/teach](http://www.highered.nysed.gov/tcert/teach)

Log on to TEACH with your username and password.

Click on “TEACH Online Services”

Click on “Apply for Certificate”

Update profile to reflect classroom teaching and/or administrative experience.

### Applying for Initial and Professional School Building Leader

Make selections from drop boxes to select certificate title:

Administration and Pupil Personnel Services, School Administration and Supervision, PreK-12-All Grades, School Building Leader- Internship, Initial, or Professional Certificate

Answer yes to question re: approved teacher prep program (program code: **29165**)

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, online using a credit card)

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

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 first year of SBL experience.

**Internship Certificates** are valid for two years, *unless you complete or leave the CAS SBL Degree 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 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.