



BUFFALO STATE
The State University of New York

Applying for Professional School District Business Leader

go to 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 Professional School District Business Leader

Make selections from drop boxes to select certificate title:

Administration and Pupil Personnel Services, School Administration and Supervision, PreK-12- All Grades, School District Business Leader – Internship or Professional Certificate

Answer yes to question re: approved teacher prep program (program code: **44019**)

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 transcripts from any college/university where you earned graduate level credits. Please read through NYSED’s policy for transcript submission:

<http://www.highered.nysed.gov/tcert/certificate/transcripts.html>

You will be requesting Buffalo State transcripts from the Registrar’s Office:

<https://registrar.buffalostate.edu/transcript-ordering>. Be sure to select ‘Add an Attachment’ and upload a letter requesting that the Registrar’s Office include an official document reflecting your full date of birth, last four digits of your SSN, and your name as it appears on your TEACH account. This will ensure that your transcripts meet NYSED's transcript submission policy.

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 Professional SDBL Certification, including all exam requirements well in advance of your final semester.

Before applying on TEACH, be sure to submit the Online Release Authorization Form. You’ll find the Release Authorization form on our website, under Quick Links or in Degree Works.