STUDENT APPLICATION INFORMATION SHEET
NEW YORK STATE TEACHER CERTIFICATION – GRADUATE LEVEL PROGRAMS

NYSED

Please use the information provided below to assist you in completing your online application for NYS Teacher Certification.

BEFORE YOU BEGIN

Please be sure to fully consult with your graduate coordinator/advisor prior to completing the TEACH process. SUNY Cortland cannot amend or adjust certification recommendations after submittal. Be assured your program codes and all concentrations are accurate on your current student record, and that the program you select here accurately reflects your degree program. Students are responsible for having knowledge of their degree program and providing accurate information to NYSED via TEACH. It may take up to 60 days to complete the conferral process and for NYSED to process recommendations provided by the College.

CREATE USER LOGIN AND PASSWORD

In order to apply online, you will enter TEACH online services via the Office of Teaching Initiatives Web site at **www.highered.nysed.gov/tcert** and create a TEACH login and password at the New York State Directory Services site. Instructions are provided as you go though this process. Once you have created your login and password this step is complete.

Applicants may create a login account and apply at any time in the Office of Teaching Initiatives TEACH system. However, SUNY Cortland cannot make an institutional recommendation until the degree is conferred. The TEACH system is maintained by the New York State Department of Education. Accordingly, SUNY Cortland cannot provide technical support for the TEACH system.

If you are in a program with multiple certificates associated with it, please note that each certificate is treated as a separate application, with specific requirements associated with each certificate based on the type of certificate (Initial, Professional, etc) and the evaluation pathway (Approved Program, Individual Evaluation, Reciprocity, etc.) through which you apply. Fees are assessed by OTI for each certificate requested and may differ depending on the type and pathway chosen.

Use the following information to complete the Self-Reported education portion of the online application:

INITIAL CERTIFICATE - SCHOOL BUILDING LEADER

Education Information

Institution:	SUC Cortland
Award Title:	Advanced Certificate
Program:	29159 School Building Leader (SBL)
Major:	Enter Your Major
Date Degree Received:	Refer to your transcript.
Credits required (at least):	30
Date Attended From:	Refer to your transcript.
Date Attended To:	Refer to your transcript.

Select Certificate

Area of Interest:	Administration and Pupil Personnel Services
Select your Subject Area:	School Administration and Supervision
Select the Grade Level:	Pre K-12 - All Grades
Select the Title:	School Building Leader

Type of Certificate:	Initial Advanced Certificate
Program Code:	29159
Pathway:	Approved Teacher Preparation Program

PROFESSIONAL CERTIFICATE - SCHOOL BUILDING LEADER

Apply for a Professional Certificate after gaining 3 years of experience.

Select Certificate

Area of Interest:	Administration and Pupil Personnel Services
Select your Subject Area:	School Administration and Supervision
Select the Grade Level:	Pre K-12 - All Grades
Select the Title:	School Building Leader
Type of Certificate:	Professional Advanced Certificate
Program Code:	29159
Pathway:	Approved Teacher Preparation Program

ADDITIONAL PROFESSIONAL CERTIFICATE - SCHOOL DISTRICT LEADER

Apply for a Professional Certificate after gaining 3 years of experience.

Select Certificate

Area of Interest:	Administration and Pupil Personnel Services
Select your Subject Area:	School Administration and Supervision
Select the Grade Level:	Pre K-12 - All Grades
Select the Title:	School District Leader
Type of Certificate:	Professional Advanced Certificate
Program Code:	29160
Pathway:	Approved Teacher Preparation Program

ALSO REQUIRED

After your degree is conferred, request to have an official copy of your transcripts delivered to:

Office of Teaching Initiatives
New York State Education Department
89 Washington Ave., 5N EB
Albany, NY 12234

When asked if you want your application reviewed by New York State Education Department, check the YES box.

Continue through the application answering all required questions; sign the affidavit and application; and make your payment. You may pay online using a credit card or print out the payment coupon and mail in a US Postal Money Order.

IF YOU NEED HELP

- If you need technical support for the TEACH system, refer to the TEACH Help Documents or contact the Office of Teaching Initiatives.

- If you need help navigating the system, please contact the Office of Career Services.

- Questions regarding degree conferral and institutional recommendations may be addressed to Student Registration and Record Services.

- Please refer to SUNY Cortland's Certification page for additional guidance and support:
  http://www2.cortland.edu/teacher-education/teacher-certification.dot