INITIAL Teacher Certification

Application Instructions*

* as of December 30, 2013; solely for those who have been admitted to and are completing the University at Buffalo’s registered initial or initial/professional teacher certification program applicable to the certificate title, and are preparing to apply for an initial teacher certificate via the approved teacher preparation program pathway.
READ BEFORE PROCEEDING

The information contained herein is intended solely for those who have been admitted to and are completing the University at Buffalo’s registered initial or initial/professional teacher certification program applicable to the certificate title, and are preparing to apply for an initial teacher certificate via the approved teacher preparation program pathway.

STOP if you are seeking a recommendation for an initial teacher certificate through the individual evaluation pathway – contact BOCES
The New York State Education Department (NYSED) utilizes a certification application process for students who are completing teacher preparation programs leading to a recommendation for an initial teacher certificate. This process is online using the TEACH system (for information regarding the TEACH system, see http://www.highered.nysed.gov/tcert/teach/).

An overview of the certification application process is pictured below, and the details follow on the forthcoming pages (there is no particular order in which the components must be satisfied, but they must all be satisfied before NYSED can review your certification application and issue an initial teacher certificate). Please note, as of February 1, 2010, NYSED discontinued the printing and mailing of time-limited teacher certificates, including the initial teacher certificate, therefore do not expect to receive a hardcopy of your initial teacher certificate.

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Student submits certification application online via the TEACH system

Student submits required documents to the Teacher Education Institute (TEI); if all requirements are met, TEI submits a certification recommendation to NYSED online via the TEACH system

Student passes all required New York State Teacher Certification Exams

Student obtains fingerprint clearance

NYSED Review

NYSED issues an Initial Teacher Certificate
The information on pages four through six describes the process of accessing the TEACH system and applying for teacher certification, including your responsibilities regarding the submission of a complete certification application.

Create User Login and Password

Prior to applying for teacher certification, you must activate your TEACH account by creating a TEACH login and password. To self-register, go to http://www.highered.nysed.gov/tcert/teach/selfreg.html and follow the instructions provided at this site (for assistance with this process, contact TEACH Support Services; see below). After completing this process, you may proceed with the application for teacher certification.

Teacher Certification Application Process within your TEACH Account

1. Edit Personal Information
   - This section is self explanatory (for assistance with this process, contact TEACH Support Services; see below)

2. Edit Education Information
   - **Institution**: select SUNY Buffalo from the drop-down menu (SUNY Buffalo is the TEACH system classification term for the University at Buffalo, The State University of New York; DO NOT select SUC Buffalo, which represent Buffalo State College)
   - **Award Title**: select the applicable title (either Advanced Certificate or EdM; for guidance, review the award title indicated on your UB transcript and see Appendix A of this document)
   - **Program**: select the applicable initial or initial/professional program title (for guidance, review the award title indicated on your UB transcript and see Appendix A of this document)
   - **Major**: select “Education” or a title that closely reflects the titles of your program and teacher certificate (for example, if you have completed the adolescence education program for an initial teacher certificate in biology, you may select “Biology”)
   - **Date Degree Received**: this applies to the conferral of your Advanced Certificate or your EdM degree from UB (UB has conferral dates in June, September, and February; to verify your conferral date, consult your UB transcript)
   - **Attended From**: the date should reflect the semester for which you were admitted to begin the graduate program that leads to a recommendation for an initial teacher certificate (if you were admitted for the fall semester, but began graduate coursework in the summer immediately preceding the fall semester, the date should reflect when you began graduate coursework for the program); this does not include semesters prior to your admission to the graduate initial or initial/professional teacher certification program (such as semesters during which you may have completed certification coursework as part of the education minor at UB)
- **Attended To:** the date should reflect the semester in which you completed the graduate program that leads to a recommendation for an initial teacher certificate and should coincide with the date degree received.

- **Number of Credits:** if you are receiving an EdM degree, obtain from your Application to Candidacy (ATC) filed with the department of Learning and Instruction; if you are receiving an Advanced Certificate, obtain from your transcript (the number of credit hours should reflect the credits in the initial teacher certification program, and for this, include applicable undergraduate credits for coursework that is part of the initial teacher certification sequence; for either, consult the applicable program requirements sheet located within the Graduate School of Education website at [http://gse.buffalo.edu/current/forms](http://gse.buffalo.edu/current/forms).

3. **Edit Employment Information**

   - This section is applicable to applicants for a permanent or professional teacher certificate, NOT applicants for an initial teacher certificate.

4. **Select Certificates** (if you are applying for more than one certificate based on the completion of one program, for example, if you are applying for a base certificate and an extension certificate or for a childhood and early childhood certificate, you will repeat this process for each certificate)

   - **Select your Area of Interest:** as applicable, select Classroom Teacher, Classroom Teacher – Foreign Languages, Classroom Teacher Extensions, Classroom Teacher Extensions – Foreign Language, or Other Extensions.
   - **Select your Subject Area:** select the applicable subject area.
   - **Select the Grade Level:** select the applicable grade level.
   - **Select the Title:** select the applicable title.
   - **Select the Type of Certificate:** select “Initial Certificate”.

   After selecting the “Add” button, you will be directed to a new screen. Here, enter the applicable program code (see Appendix A); DO NOT select the box before the statement “No, I have not completed, nor am I enrolled in, an Approved Teacher Preparation Program at a New York State College or University.” Then select the “Submit” button, and then select the circle at the left side of the row with your certification application information.

5. **Sign Affidavit**

   - This section is self explanatory (for assistance with this process, contact TEACH Support Services; see below).

**TEACH Support Services**

TEACH technical support is available by telephone (518) 486-6041 or online at [http://www.highered.nysed.gov/tcert/teach/report.html](http://www.highered.nysed.gov/tcert/teach/report.html). Due to the large volume of inquiries received, you may not receive an immediate response to your inquiry, therefore you should plan accordingly for the possibility of an elongated response time.
In order to be considered for an institutional recommendation for an initial teacher certificate, you must submit to the Teacher Education Institute (TEI) the following items for review.

- **Official UB transcript** that shows grades for all program (and applicable prerequisite/conditional) coursework and conferral of the Advanced Certificate or the EdM degree
  - If your last semester of registration was **fall 2010 or before**, use the following process:
    - Submit a UB Transcript Request Form to the Student Response Center, [http://registrar.buffalo.edu/transcripts/index.php](http://registrar.buffalo.edu/transcripts/index.php), 232 Capen Hall, 645-2450
    - In the “Send Transcript To” section, input the following: TEI for Name, Certification for Company/Office, 375 Baldy Hall for Address
  - If your last semester of registration was **spring 2011 or after**, use the following process:
    - Login to your MyUB account ([www.myub.buffalo.edu](http://www.myub.buffalo.edu); if you do not recall your UBIT name and/or password, contact the UBIT Helpdesk at [http://helpdesk.buffalo.edu/](http://helpdesk.buffalo.edu/) or 645-3542)
    - Once in MyUB, select HUB Student Center; Once in HUB, select My Academics
    - In the drop-down menu on the left, select “Transcript: Request Official”
    - Complete the online form
      - In the “Select Processing Options” section, select the option that will provide TEI the transcript that shows all applicable course grades and conferral of the advanced certificate or EdM degree
      - In the “Enter Recipient Address Information,” input the address for TEI (375 Baldy Hall; Attn: Certification); you may notice a statement that official transcripts will not be sent to offices within the University at Buffalo – please ignore this, as we have been granted special permission to receive official transcripts.

- **Official transcripts from all other colleges/universities** you have attended for the purpose of your undergraduate degree and/or to fulfill prerequisite distribution requirements (note: this requirement does not apply to those who are seeking literacy certification and already hold a valid NYS teacher certificate in another certification area)

- **Workshop Certificates of Completion** (note: for those seeking literacy certification and hold a valid NYS teacher certificate in another certification area that required completion of these workshops, this requirement may not apply; however, because the DASA workshop is a new NYSED requirement that could not have been completed prior to the fall of 2013, as NYSED began to approve providers late summer 2013, proof of completion of the DASA workshop is required for those seeking literacy certification - please consult with your program advisor regarding how this workshop is to be completed as part of your program)
  - Dignity for All Students Act (DASA); this requirement is effective December 31, 2013
  - Mandated Reporter of Child Abuse and Neglect
  - School Violence Intervention and Prevention (SAVE)

- **Completed Authorization for Release of Education Records** that authorizes TEI to submit to NYSED a recommendation for an initial teacher certificate (the required form is page 10 of this document)

- **Completed Verification of Intent to Apply for an Initial Teacher Certificate** (the required form is page 11 of this document)

Upon receipt of all of the above, the Certification Officer will review your record (including as related to prerequisite distribution requirements) to determine if we are able to submit to NYSED a recommendation for an initial teacher certificate.

You are urged to apply for an initial teacher certificate immediately upon program completion (i.e., conferral of your Advanced Certificate or EdM Degree from UB) and completion of all applicable prerequisite distribution requirements. You need not wait for fingerprint clearance or completion of the New York State Teacher Certification Exams, as these are NYSED requirements, not UB requirements. Failure to apply in a timely manner may result in significant delays and/or the denial of a request to be considered for a recommendation for an initial teacher certificate (if you apply more than one year, but less than two years, from the date of conferral, you must provide to TEI a statement that describes why you have delayed application and details your continuing involvement with students, schools, curricular content, and professional development; if you apply more than two years from the date of conferral, TEI will not recommend you for an initial teacher certificate). TEI reserves the right not to recommend a program completer for an initial teacher certificate if TEI has good cause to believe that the certificate applicant has violated Part 83 of the Regulations of the NYSED Commissioner.

In order to obtain an initial teacher certificate, you must submit an online application via the TEACH system (see pages four and five of this instructional packet), and you must meet all requirements of NYSED (including fingerprint clearance and the New York State Teacher Certification Exams).

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If you have questions about information on this page, please contact TEI
375 Baldy Hall | Buffalo, NY 14260-1000 | P: 716-645-2461 | F: 716-645-3631
AWARD TITLE AND PROGRAM TITLE/CODE

Use the below information as relevant to your certification area (this information has been obtained from the Inventory of Registered Programs, IRP, for the University at Buffalo). Your selection must match the program title posted on your transcript upon conferral of the Advanced Certificate or the EdM degree. Be sure to select appropriately.

Note: If you are applying for two certificates based on the completion of one program (for example, those completing the initial/professional program and applying for a base certificate and an extension certificate or those applying for a childhood and early childhood certificate), you will need to separately submit information for each certificate, and you will need to use the same award title and program title/code for each certificate.

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For students completing the initial-only adolescence (grades 7-12) program in English Language Arts, Languages other than English (French, German, Italian, Latin, Spanish), Mathematics, Sciences (Biology, Chemistry, Earth Science, Physics), Social Studies

  PROGRAM TITLE: ADOLESCENCE EDUCATION
  AWARD: ADV CRT
  PROGRAM CODE: 25696

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For students completing the initial-only all grades (preK-12) program in Music

  PROGRAM TITLE: MUSIC EDUCATION
  AWARD: ADV CRT
  PROGRAM CODE: 25697

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For students completing the initial/professional program, use the below information as relevant to your certificate area. Note: for students completing the initial/professional program, the Teacher Education Institute will simultaneously submit a recommendation for an initial teacher certificate and a professional teacher certificate, however, the respective certificates will be issued by NYSED only after you have met all certificate requirements (the recommendation for the professional teacher certificate will remain ‘in limbo’ until you complete the application process for the professional teacher certificate and until you meet all certificate requirements, including the teaching experience requirement).

Biology

  PROGRAM TITLE: BIOLOGY EDUC: ADOLESCENCE, INITIAL/PROF
  AWARD: EDM
  PROGRAM CODE: 25698
Chemistry

PROGRAM TITLE: CHEMISTRY EDUC: ADOLESCENCE, INIT/PROF
AWARD: EDM
PROGRAM CODE: 25700

Childhood

PROGRAM TITLE: CHILDHOOD EDUCATION, INITIAL/PROF
AWARD: EDM
PROGRAM CODE: 25703

Childhood with Bilingual extension

PROGRAM TITLE: CHILDHOOD EDUCATION W. BILING EXT, INT/PROF
AWARD: EDM
PROGRAM CODE: 25704

Early Childhood

PROGRAM TITLE: EARLY CHILDHOOD EDUCATION, INIT/PROF
AWARD: EDM
PROGRAM CODE: 25706

Early Childhood with Bilingual extension

PROGRAM TITLE: EARLY CHLDHD EDUC W. BILING EXT, INIT/PROF
AWARD: EDM
PROGRAM CODE: 25707

Early Childhood & Childhood

PROGRAM TITLE: EARLY CHILDHOOD/CHILDHOOD EDUC, INIT/PROF
AWARD: EDM
PROGRAM CODE: 25708

Earth Science

PROGRAM TITLE: EARTH SCIENCE EDUC: ADOLESCENCE, INIT/PROF
AWARD: EDM
PROGRAM CODE: 25702

English Language Arts

PROGRAM TITLE: ENGLISH EDUCATION: ADOLESCENCE, INIT/PROF
AWARD: EDM
PROGRAM CODE: 25709

English for Speakers of other Languages

PROGRAM TITLE: ENGLISH F/SPKRS OF OTHER LANGS, INIT/PROF
AWARD: EDM
PROGRAM CODE: 25711
French

PROGRAM TITLE: FRENCH EDUC: ADOLESCENCE, INIT/PROF
AWARD: EDM
PROGRAM CODE: 25714

Italian

PROGRAM TITLE: ITALIAN EDUC: ADOLESCENCE, INIT/PROF
AWARD: EDM
PROGRAM CODE: 25716

Latin

PROGRAM TITLE: LATIN EDUC: ADOLESCENCE, INIT/PROF
AWARD: EDM
PROGRAM CODE: 25718

Literacy Specialist

PROGRAM TITLE: Literacy Specialist
AWARD: EDM
PROGRAM CODE: 25720

Mathematics

PROGRAM TITLE: MATHEMATICS EDUC: ADOLESCENCE, INIT/PROF
AWARD: EDM
PROGRAM CODE: 26967

Music

PROGRAM TITLE: MUSIC EDUCATION, INIT/PROF
AWARD: EDM
PROGRAM CODE: 26969

Physics

PROGRAM TITLE: PHYSICS EDUC: ADOLESCENCE, INIT/PROF
AWARD: EDM
PROGRAM CODE: 26970

Social Studies

PROGRAM TITLE: SOCIAL STUDIES EDUC: ADOLESCENCE, INIT/PROF
AWARD: EDM
PROGRAM CODE: 25723

Spanish

PROGRAM TITLE: SPANISH EDUC: ADOLESCENCE, INIT/PROF
AWARD: EDM
PROGRAM CODE: 25725
UNIVERSITY AT BUFFALO
STATE UNIVERSITY OF NEW YORK

AUTHORIZATION FOR RELEASE OF EDUCATION RECORDS
FOR THE PURPOSE OF NEW YORK STATE TEACHER CERTIFICATION

Background

The Family Educational Rights and Privacy Act of 1974 (“FERPA” or the Buckley Amendment) is a federal law that affords students certain rights with respect to their education records. One part of FERPA focuses on confidentiality of education records. School officials (e.g., instructors, administrative and department staff, field placement coordinators and supervisors, and other full-time and part-time university employees) must protect the privacy of education records and shall not disclose personally identifiable information about a student or permit inspection of the student’s records without his or her written consent. The student’s written signed consent must contain three elements, as described below:

(1) **Specify the records to be released**

   Course registration and grades; field experience and student teaching placements; general assessment of performance in the program; workshop participation for Mandated Reporters of Child Abuse and Neglect and/or School Violence Intervention and Prevention and other information relevant to teacher certification.

(2) **Identify the party or class of parties to whom the records should be released**

   NYSED Office of Teaching Initiatives, including via electronic submission on the TEACH system.

(3) **Indicate the reason for the release**

   To authorize the University to disclose/release information to a third party as part of an application for teacher certification.

Please note: Students are free to refuse to provide the consent, however, the teacher certification application would then have to be processed through the individual evaluation route (via BOCES or NYSED), which still would require the student’s social security number and date of birth. Applying without the University’s recommendation will require an additional processing fee, individual transcript review, and may take additional time for processing.

TO BE COMPLETED BY THE STUDENT (complete all information, sign and date the form, and deliver it to the Teacher Education Institute, University at Buffalo, 375 Baldy Hall, Buffalo, NY 14260-1000):

Name of Student ____________________________ 
SSN ____________________________
Date of Birth ____________________________ 
Phone ____________________________
E-mail Address ____________________________
Mailing Address ____________________________
City/State/Zip ____________________________

I AUTHORIZE the TEACHER EDUCATION INSTITUTE at the UNIVERSITY AT BUFFALO, to disclose my social security number, date of birth, academic transcript, and any other information pertaining specifically to the teacher certification requirements in New York State to the OFFICE OF TEACHING INITIATIVES of the NEW YORK STATE EDUCATION DEPARTMENT for the purpose of endorsing my application for certification in New York State. This authorization will expire five (5) years from the date below.

I am willing that a photocopy or fax copy of this form be accepted with the same authority as the original.

_________________________________________  __________________
(Student’s Signature)       (Date)
I, ______________________________________ (Last, First Middle), intend to apply for an initial teacher certificate in the following certificate area(s). The selected certificate area matches the program title posted on my transcript upon conferral of my Advanced Certificate or EdM degree and matches what I selected (or will select) when I input information to my account in the TEACH System.  **Check all that apply, including extensions.**

- Biology, 7-12
- Chemistry, 7-12
- Childhood, 1-6
- Childhood, 1-6, with Bilingual extension
- Early Childhood, birth – grade 2
- Early Childhood, birth – grade 2, with Bilingual extension
- Earth Science, 7-12
- English Language Arts, 7-12
- English for Speakers of Other Languages, preK-12
- French, 7-12
- German, 7-12
- Italian, 7-12
- Latin, 7-12
- Literacy, birth – grade 6**
- Literacy, 5-12**
- Mathematics, 7-12
- Music, preK-12
- Physics, 7-12
- Social Studies, 7-12
- Spanish, 7-12
- Other: please contact TEI

- Biology, 5-6 extension*
- Chemistry, 5-6 extension*
- Earth Science, 5-6 extension*
- English Language Arts, 5-6 extension*
- French, 1-6 extension*
- German, 1-6 extension*
- Italian, 1-6 extension*
- Latin, 1-6 extension*
- Mathematics, 5-6 extension*
- Physics, 5-6 extension*
- Social Studies, 5-6 extension*
- Spanish, 1-6 extension*

* Note: select this option only if the applicable EdM degree will be conferred prior to your application for an initial teacher certificate. Also note that for students completing the initial/professional program, the Teacher Education Institute will simultaneously submit a recommendation for an initial teacher certificate and a professional teacher certificate, however, the respective certificates will be issued by NYSED only after you have met all certificate requirements (the recommendation for the professional teacher certificate will remain 'in limbo' until you complete the application process for the professional teacher certificate and until you meet all certificate requirements, including the teaching experience requirement).

**Note: for those completing the literacy specialist EdM program, if you hold a valid New York State teacher certificate in another certification area and if you meet the requirements of the professional teacher certificate (including the teaching experience requirement), you may apply directly for the professional teacher certificate without first applying for the initial teacher certificate.

Checklist of Documents to Submit to TEI (in addition to this form)

- Official UB transcript
- Official transcripts from all other colleges/universities (as needed): indicate all we should expect to receive
- Certificates of Completion
  - Mandated Reporter of Child Abuse and Neglect
  - School Violence Intervention and Prevention (SAVE)
- Authorization for Release of Education Records (see page 10 of this document)

In addition to the certification application documents you submit to TEI, be sure to complete your part of the online application process within your TEACH account (see pages four and five of this document).

Signature: ___________________________ Date: ________________