



GRADUATE SCHOOL OF EDUCATION
TEACHER EDUCATION INSTITUTE

PROFESSIONAL

Teacher Certification

Application Instructions*

TEACH

NEW YORK STATE EDUCATION DEPARTMENT
(NYSED)

OFFICE OF TEACHING INITIATIVES
(OTI)

* as of December 30, 2013; solely for those who have been admitted to and are completing the University at Buffalo's registered EdM program applicable to the certificate title, and are preparing to apply for a **professional teacher certificate** via the approved teacher preparation program pathway.

Read Before Proceeding

The information contained herein is intended solely for those who hold a valid New York State initial teacher certificate in the same area of certification for which they are applying for a professional teacher certificate, have been admitted to and are completing the University at Buffalo's registered EdM program applicable to the certificate title, and are preparing to apply for a **professional teacher certificate** via the approved teacher preparation program pathway.

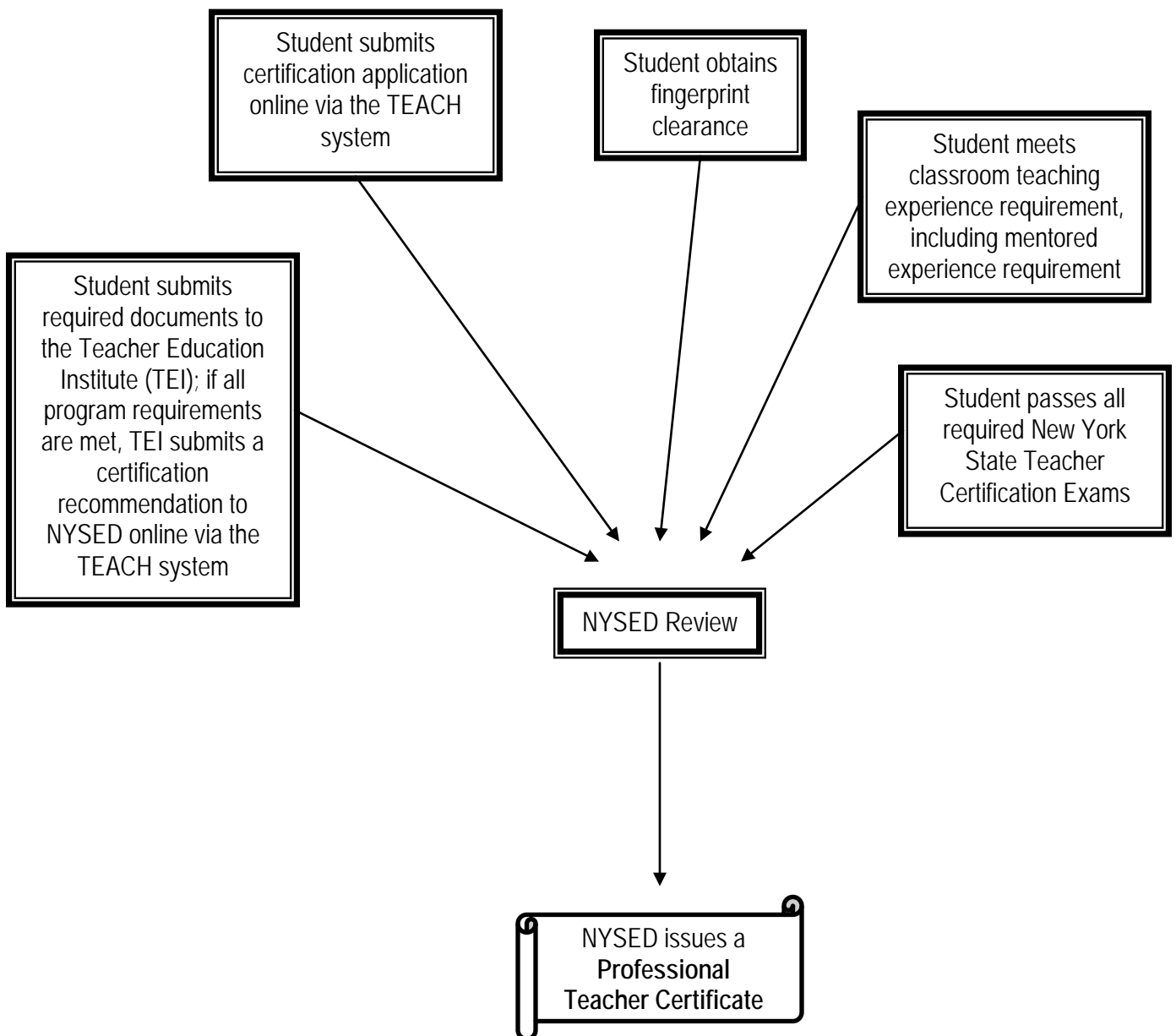
STOP if you do not hold a valid New York State initial teacher certificate in the certificate area for which you are applying for the professional teacher certificate – contact NYSED.

STOP if you are seeking a recommendation for a professional teacher certificate through the individual evaluation pathway – contact BOCES.

TEACH Review Process

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 a **professional 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. Note: 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 a professional 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. If you have not already done so, you must self-register. 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 or if you have previously completed this process but cannot remember your login/password, 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:** EdM (this should be the award title indicated on your UB transcript)
- **Program:** select the applicable initial/professional or 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 a professional teacher certificate in biology, you may select "Biology")
- **Date Degree Received:** this applies to the conferral of 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 a professional 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)

- **Attended To:** the date should reflect the semester in which you completed the graduate program that leads to a recommendation for a professional teacher certificate and should coincide with the date degree received
 - **Number of Credits:** obtain from your Application to Candidacy (ATC) filed with the department of Learning and Instruction
3. **Edit Employment Information** – *current requirement: three years of paid, fulltime classroom teaching experience*
- This section is self explanatory (for assistance with this process, contact TEACH Support Services); because UB does not review this part of the certification application process, all questions regarding this component of the process must be directed to TEACH Support Services (please note, our understanding is that this review is a manual process and it may take a few weeks for this to be processed and some applicants will be selected to submit supporting documentation to NYSED)
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 “Professional 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)

Note: All applicants for a Professional Teacher Certificate must meet all NYSED requirements, including one year of a *mentored experience*. The district through which you completed this experience can verify this online through your TEACH account or you can request the district to complete the Superintendent Verification of Mentored Experience form (<http://www.highered.nysed.gov/tcert/pdf/otmentoredexp.pdf>); because UB does not review this part of the certification application process, all questions regarding this component of the process must be directed to TEACH Support Services.

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>. 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 a **professional 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 coursework and the EdM degree conferral.
 - *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>, 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; if you do not recall your UBIT name and/or password, contact the UBIT Helpdesk at <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.*
- **Dignity for All Students Act (DASA) workshop Certificate of Completion**; *this requirement is effective December 31, 2013 (please consult with your program advisor regarding how this workshop is to be completed as part of your program; this is a new NYSED requirement that could not have been completed prior to the fall 2013 semester, as NYSED began to approve providers late summer 2013)*
- Completed **Authorization for Release of Education Record** that authorizes TEI to submit to NYSED a recommendation for a professional teacher certificate (the required form is located on page 12 of this packet)
- Completed **Verification of Intent to Apply for a Professional Teacher Certificate** (the required form is located on page 13 of this packet)

Upon receipt of all of the above, TEI will review your record to determine if we are able to submit to NYSED a recommendation for a professional teacher certificate.

In order to obtain a professional teacher certificate, you must submit an online application via the TEACH system, and you must meet all requirements of NYSED (including fingerprint clearance, the applicable New York State Teacher Certification Exams, and the required teaching experience, including mentored experience; for questions about these requirements, contact NYSED).

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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 certificate 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 EdM degree conferral.

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

Biology

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

PROGRAM TITLE: BIOLOGY EDUCATION: ADOLESCENCE, PROF
AWARD: EDM
PROGRAM CODE: 25699

Chemistry

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

PROGRAM TITLE: CHEMISTRY EDUC: ADOLESCENCE, PROFESSIONAL
AWARD: EDM
PROGRAM CODE: 25701

Childhood

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

PROGRAM TITLE: CHILDHOOD EDUCATION, PROFESSIONAL
AWARD: EDM
PROGRAM CODE: 25726

Childhood with Bilingual extension

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

PROGRAM TITLE: CHILDHOOD EDUC W.BILING. EXT/PROF
AWARD: EDM
PROGRAM CODE: 25705

Early Childhood

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

PROGRAM TITLE: EARLY CHILDHOOD EDUCATION, PROF
AWARD: EDM
PROGRAM CODE: 26301

Early Childhood with Bilingual extension

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

PROGRAM TITLE: EARLY CHILDHOOD EDUC W. BILING EXT/PROF
AWARD: EDM
PROGRAM CODE: 26302

Early Childhood & Childhood

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

PROGRAM TITLE: EARLY CHILDHOOD/CHILDHOOD EDUCATION,PROF
AWARD: EDM
PROGRAM CODE: 26303

Earth Science

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

PROGRAM TITLE: EARTH SCIENCE EDUC: ADOLESCENCE, PROF
AWARD: EDM
PROGRAM CODE: 26961

English

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

PROGRAM TITLE: ENGLISH EDUCATION: ADOLESCENCE, PROF
AWARD: EDM
PROGRAM CODE: 25710

English for Speakers of other Languages

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

PROGRAM TITLE: ENGLISH F/SPEAKERS OF OTHER LANGS/PROF
AWARD: EDM
PROGRAM CODE: 25713

French

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

PROGRAM TITLE: FRENCH EDUCATION ADOLESCENCE, PROF
AWARD: EDM
PROGRAM CODE: 26962

German

PROGRAM TITLE: GERMAN EDUCATION: ADOLESCENCE, INIT/PROF
AWARD: EDM
PROGRAM CODE: 25715

PROGRAM TITLE: GERMAN EDUCATION: ADOLESCENCE, PROF
AWARD: EDM
PROGRAM CODE: 26963

Italian

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

PROGRAM TITLE: ITALIAN EDUC: ADOLESCENCE, PROF
AWARD: EDM
PROGRAM CODE: 26964

Japanese

PROGRAM TITLE: JAPANESE EDUC: ADOLESCENCE, INIT/PROF
AWARD: EDM
PROGRAM CODE: 25717

PROGRAM TITLE: JAPANESE EDUC: ADOLESCENCE: PROF
AWARD: EDM
PROGRAM CODE: 26965

Latin

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

PROGRAM TITLE: LATIN EDUC: ADOLESCENCE, PROF
AWARD: EDM
PROGRAM CODE: 26966

Literacy Specialist

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

Math

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

PROGRAM TITLE: MATHEMATICS EDUC: ADOLESCENCE, PROF
AWARD: EDM
PROGRAM CODE: 26968

Music

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

PROGRAM TITLE: MUSIC EDUCATION, PROF
AWARD: EDM
PROGRAM CODE: 25721

Physics

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

PROGRAM TITLE: PHYSICS EDUC: ADOLESCENCE, PROF
AWARD: EDM
PROGRAM CODE 26974

Russian

PROGRAM TITLE: RUSSIAN EDUC: ADOLESCENCE, INIT/PROF
AWARD: EDM
PROGRAM CODE: 25722

PROGRAM TITLE: RUSSIAN EDUC: ADOLESCENCE, PROF
AWARD: EDM
PROGRAM CODE: 26972

Social Studies

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

PROGRAM TITLE: SOCIAL STUDIES EDUC: ADOLESCENCE, PROF
AWARD: EDM
PROGRAM CODE: 25724

Spanish

PROGRAM TITLE: SPANISH EDUC: ADOLESCENCE, INIT/PROF
AWARD: EDM
PROGRAM CODE: 25725

PROGRAM TITLE: SPANISH EDUC: ADOLESCENCE, PROF
AWARD: EDM
PROGRAM CODE: 26973

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)

Verification of Intent to Apply for a Professional Teacher Certificate

I, _____ (Last, First Middle), intend to apply for a **professional teacher certificate** in the following certificate area(s). The selected certificate area matches the program title posted on my transcript upon EdM degree conferral 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.*

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

** Note: select this option only if the applicable EdM degree will be conferred prior to your application for a professional teacher certificate.*

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

- Official UB transcript
- Authorization for Release of Education Records (see page 12 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).

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Signature: _____ Date: _____