University at Buffalo
Teacher Education Institute
Graduate School of Education

PROFESSIONAL

Teacher Certification
Application Instructions*

TEACH

New York State Education Department
(NYSED)

Office of Teaching Initiatives
(OTI)

---

* as of August 4th, 2017; 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 completed 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.

CAUTION: If you completed the Initial/Professional two-year education program track, it is likely that you have already been recommended for professional certification. Please contact TEI for verification.
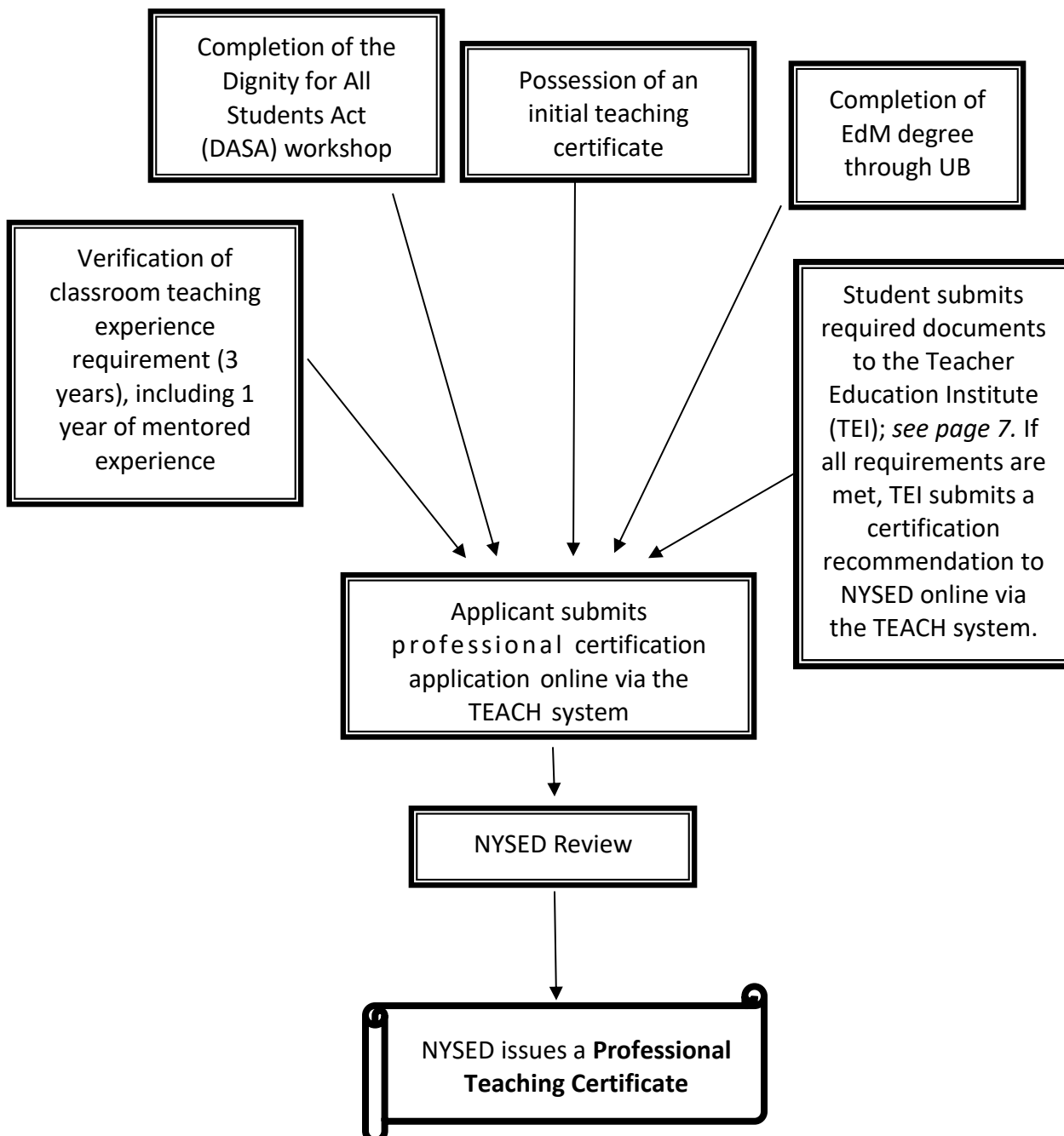
Table of Contents

TEACH Review Process

Professional Certification Pathway: Approved Teacher Preparation Program

The New York State Education Department (NYSED) utilizes a certification application process for students who have completed teacher preparation programs leading to a recommendation for a **professional teaching certificate**. This process is completed online using the TEACH system (for information regarding the TEACH system, see http://www.highered.nysed.gov/tcert/teach/).

An overview of the required components to complete the application process via the *Approved Teacher Preparation Program* pathway is pictured below, and 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.

```
┌──────────────────┐   ┌──────────────────┐        ┌──────────────────┐
│ Completion of the│   │ Possession of an │        │  Completion of   │
│  Dignity for All │   │ initial teaching │        │   EdM degree     │
│   Students Act   │   │   certificate    │        │   through UB     │
│ (DASA) workshop  │   │                  │        │                  │
└──────────────────┘   └──────────────────┘        └──────────────────┘
┌──────────────────┐                               ┌──────────────────┐
│  Verification of │                               │  Student submits │
│ classroom teaching│                              │ required documents│
│    experience    │                               │   to the Teacher │
│  requirement (3  │                               │ Education Institute│
│ years), including 1│                             │ (TEI); see page 7. If│
│ year of mentored │                               │ all requirements are│
│    experience    │                               │  met, TEI submits a│
└──────────────────┘                               │   certification  │
                      ┌──────────────────┐         │ recommendation to│
                      │ Applicant submits│         │  NYSED online via│
                      │ professional certification│ │ the TEACH system.│
                      │ application online via the│ └──────────────────┘
                      │   TEACH system   │
                      └──────────────────┘
                             │
                      ┌──────────────────┐
                      │   NYSED Review   │
                      └──────────────────┘
                             │
                      ┌──────────────────┐
                      │ NYSED issues a Professional│
                      │  Teaching Certificate │
                      └──────────────────┘
```

The information on pages 5- 7 describes the process of accessing the TEACH system and applying for professional teacher certification, including your responsibilities regarding the submission of a complete certification application.

<u>**Create User Login and Password**</u>

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.

<u>**Teacher Certification Application Process within your TEACH Account**</u>

1. **Edit Personal Information**

   - This section is self-explanatory (for assistance with this process, contact TEACH Support Services; see below)
   - Be sure to update your U.S. citizenship status

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 represents 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 must be directed to TEACH Support Services. (Please note, our understanding is that this review is a manual process and it may take several weeks for this to be processed. Some applicants will be selected to submit supporting documentation to NYSED. The Verification of Paid Experience form can be found here: http://www.highered.nysed.gov/tcert/pdf/ot37permprof.pdf .)*

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 *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 must be directed to TEACH Support Services.*

TEACH Support Services

TEACH technical support is available by telephone (518) 486-6041or online at http://www.highered.nysed.gov/tcert/teach/report.html. Due to the large volume of inquiries, an immediate response may not be received. 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

  o *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

  o *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 as of December 31, 2013*. This component may have been completed as part of your teacher preparation program at UB. Please send the appropriate documentation of completion to TEI- you may send a copy of the certificate of completion or a screenshot of the workshop page of your TEACH account with your name clearly visible at the top.

- 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 14 of this packet)

- Completed **Verification of Intent to Apply for a Professional Teacher Certificate** (the required form is located on page 15 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: completion of the DASA workshop, completion of the required teaching experience, including one year of mentored experience and completion of an acceptable graduate degree. Information regarding the Master's Degree Requirement can be found here: http://www.highered.nysed.gov/tcert/certificate/relatedmasters.html . For questions regarding requirements, contact NYSED).

- - -

If you have questions regarding information on this page, please contact TEI

375 Baldy Hall | Buffalo, NY 14260-1000 | P: 716-645-2461 | F: 716-645-3631

The information on this page describes the processes involved in maintaining your professional certificate. Maintenance of a certificate is the responsibility of the certificate holder.

1. **Continuing Teacher and Leader Education (CTLE) Requirements**

   - Effective July 1, 2016, the requirement of 175 Professional Development hours was replaced by Continuing Teacher and Leader Education (CTLE) Requirements. Holders of professional certificates in the classroom teaching service are required to successfully complete 100 clock hours of acceptable CTLE during the registration period if they practice in a NYS school district or BOCES. An individual with multiple certificates is only required to complete 100 hours.
   - Acceptable CTLE shall be study in pedagogy, content area and/or in language acquisition addressing the needs of English language learners. CTLE must be conducted through activities designed to improve the teacher's pedagogical and/or leadership skills, targeted at improving student performance, including but not limited to formal CTLE activities.
   - The certificate holder will be responsible for the retention of records of CTLE programs attended and the number of hours completed. These records should be retained for at least three years following the end of the certificate registration period and should be made available for review upon request from NYSED.
   - For more information, please see http://www.highered.nysed.gov/tcert/resteachers/CTLE.html#AcceptableCTLE
   - Continuing and Professional Education courses are available through the Graduate School of Education at UB: http://gse.buffalo.edu/ccpe/courses . For credit-bearing university or college courses, each semester-hour of credit shall equal 15 clock hours of CTLE credit, and each quarter-hour of credit shall equal 10 clock hours of CTLE credit.

2. **Registering your Professional Certificate**

   - As of July 1, 2016, holders of professional certificates are required to register their certificates within the TEACH system and choose a registration status every 5 years.
   - To determine the appropriate registration status for your certificate, see http://www.highered.nysed.gov/tcert/pdf/Registration%20Table.pdf .
   - Individuals that are issued their professional certification starting **7/1/2016** will be automatically registered for their initial **5 year** registration period. The registration period will begin the first day of the month when the certification was issued and expire at the end of the month prior to their birth month in the 5th year.
   - Certificate holders who fail to register their certificates at the appropriate time may be charged a monthly late fee and may be subject to what NYSED refers to as a moral character review.
   - For more information regarding the registration process, please see: http://www.highered.nysed.gov/tcert/resteachers/Registration.html

3. **Notification of Name and/or Address Change**

   - All certificate holders must notify NYSED of any name and/or address change within 30 days. Personal information must be updated within the TEACH system. Failure to complete these steps may result in the certificate holder being subject to what NYSED refers to as a moral character review.

Because UB does not review this part of the certification process, all questions regarding the maintenance of a professional certificate must be directed to NYSED.
For information regarding CTLE at UB, contact the Center for Continuing and Professional Education
366 Baldy Hall | Buffalo, NY 14260-1000 | P: 716-645-2110 | F: 716-645-2479

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

Chinese

PROGRAM TITLE: CHINESE EDUC: ADOLESCENCE, INITIAL/PROF
AWARD: EDM | PROGRAM CODE: 36905

PROGRAM TITLE: CHINESE EDUCATION: ADOLESCENCE, PROF
AWARD: EDM | PROGRAM CODE: 36904

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

Gifted

PROGRAM TITLE: GIFTED EDUCATION EXT, INIT/PROF
AWARD: ADV CRT | PROGRAM CODE: 33205

Italian

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

PROGRAM TITLE: ITALIAN EDUC: ADOLESCENCE, PROF
AWARD: EDM | PROGRAM CODE: 2696

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

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 DASA, Mandated Reporter of Child Abuse and Neglect and/or SAVE 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.

Students are free to refuse to provide consent; however, the University at Buffalo would then be unable to process a recommendation for the issuance of a teacher certificate

---

To be completed by the student *(complete all information and submit signed/dated form to the Teacher Education Institute, University at Buffalo, 375 Baldy Hall, Buffalo, NY 14260-1000; ubtei@buffalo.edu; fax: 716-645-3631)*

Name of Student _____ SSN _____

Date of Birth _____ Phone _____

E-mail Address _____

Mailing Address _____

City/State/Zip _____

I authorize the Teacher Education Institute of 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 one (1) year from the date below.

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

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.*

_____ Biology, 7 – 12	_____ Biology, 5 – 6 extension*
_____ Chemistry, 7 – 12	_____ Chemistry, 5 – 6 extension*
_____ Childhood, 1 – 6	_____ Bilingual extension
_____ Chinese, 7 – 12	_____ Chinese, Pre-K – 6 extension*
_____ Early Childhood, birth – 2	_____ Bilingual extension
_____ Earth Science, 7 – 12	_____ Earth Science, 5 – 6 extension*
_____ English Language Arts, 7 – 12	_____ English Language Arts, 5 – 6 extension*
_____ English for Speakers of other Languages, Pre-K – 12	
_____ French, 7 – 12	_____ French, Pre-K – 6 extension*
_____ Gifted	
_____ Latin, 7 – 12	_____ Latin, Pre-K – 6 extension*
_____ Literacy, birth – 6**	
_____ Literacy, 5 – 12**	
_____ Mathematics, 7 – 12	_____ Mathematics, 5 – 6 extension*
_____ Music, Pre-K – 12	
_____ Physics, 7 – 12	_____ Physics, 5 – 6 extension*
_____ Social Studies, 7 – 12	_____ Social Studies, 5 – 6 extension*
_____ Spanish, 7 – 12	_____ Spanish, Pre-K – 6 extension*
_____ Other: *please contact TEI*	

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

— — —

Checklist of Documents to Submit to TEI (in addition to this form)
- Authorization for Release of Education Records (see page 13 of this document)
  Certificates of Completion: DASA Workshop (a screenshot from your TEACH account clearly showing your name and title of the workshops will also suffice)
- Official transcript(s)

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 5 and 6 of this document).

Signature: _____ Date: _____