



University at Buffalo

Office of Educator Preparation

Graduate School of Education

# **ADDITIONAL Initial/Professional Teacher Certificate TEACH Application Instructions\***

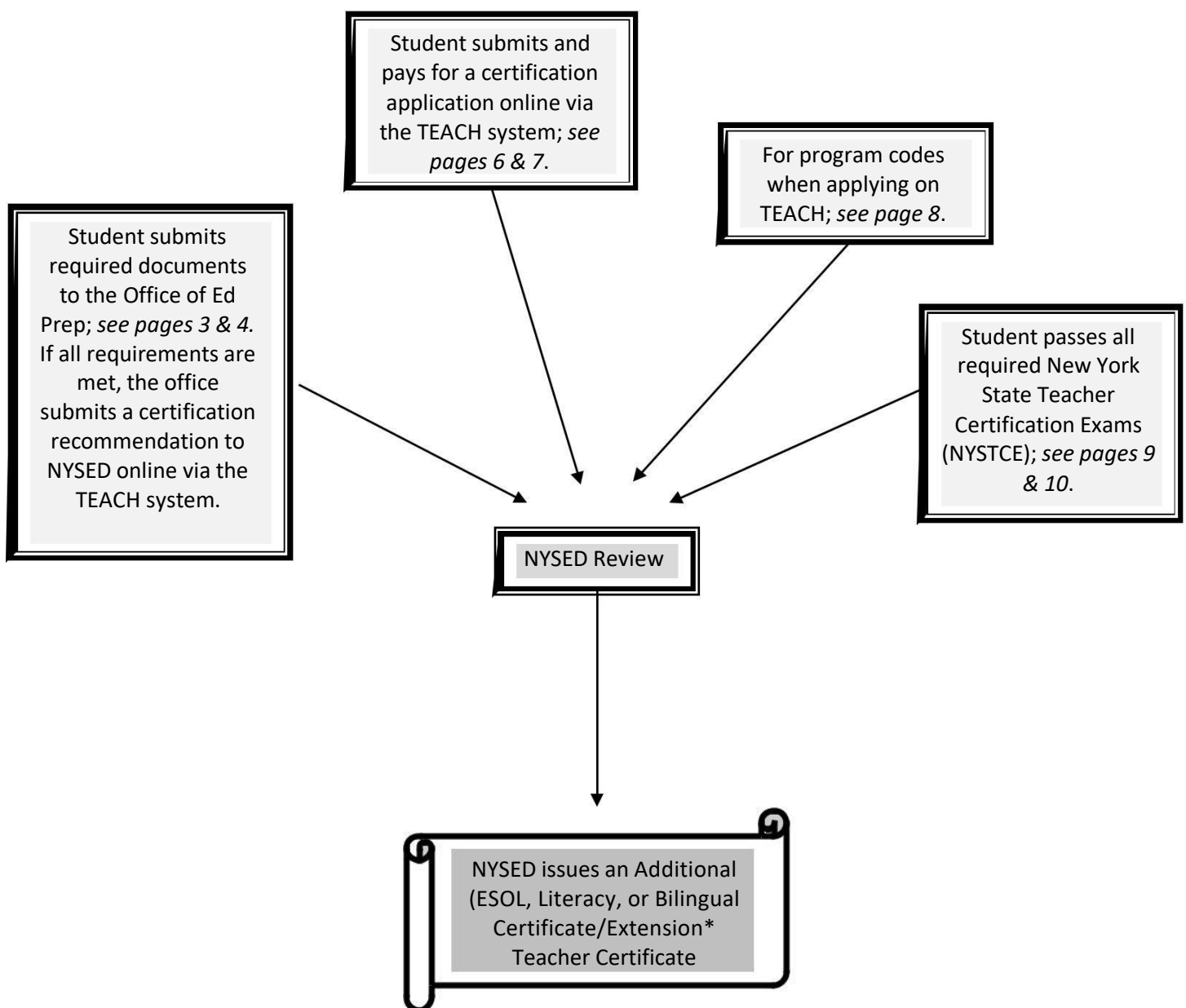
*\* Solely for those who have been admitted to and are completing the ESOL, Literacy, or Bilingual Extension track within the Department of Learning and Instruction of the University at Buffalo. A base initial certificate is required for recommendation. If applicants already hold a professional certificate in another content area, applicants can apply for a professional certification in this (program area) directly.*

## TEACH REVIEW PROCESS

The New York State Education Department (NYSED) system that is utilized to apply for a teacher certificate is referred to as TEACH (<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 a 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; instead, the TEACH system serves as the method to verify the issuance of a teacher certificate.*



\*If applicants already hold a professional certificate in another content area, they may apply for the professional certificate in this program-related content area directly, without applying for the initial certificate first.

## DOCUMENTS TO SUBMIT TO THE OFFICE OF EDUCATOR PREPARATION

(PAGES 3 & 4)

In order to be considered for a UB recommendation for an additional initial, or professional teacher certificate or extension, you must submit to the Office of Educator Preparation the following items for review.

- 
- Completed **Authorization for Release of Education Records** that authorizes the office to submit to NYSED a recommendation for an additional initial or professional teacher certificate or extension (the required form is page 9 of this document)
  - Completed **Verification of Intent to Apply for a Teacher Certificate or Extension** (the required form is page 10 of this document)
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- Workshop **Certificates of Completion** -
    - **For students who received their initial teaching certificate prior to February 1, 2014.**
      - **Dignity for All Students Act (DASA)** -
        - This workshop is available through the Alberti Center of the Graduate School of Education (<http://gse.buffalo.edu/alberticenter/dignity>). Information about additional NYSED-approved providers can be found at <http://www.highered.nysed.gov/tcert/certificate/dasa-applicant.html>.
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- **Official transcript(s)** that shows the status of degree as **AWARDED** in a teacher education program Advanced Certificate or EdM Degree, as well as grades for all program (and applicable prerequisite/conditional) coursework. **Official transcripts should be requested AFTER the degree conferral date**, otherwise the transcript will reflect that the degree is in progress.
    - For the UB transcript:
      - 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://www.buffalo.edu/ubit/get-help/cit-help-desk.html> or 716-645-3542)
      - Once in MyUB, select HUB Student Center; Once in HUB, select My Academics
      - In the drop-down menu on the left, select “Transcript: RequestOfficial”
      - Complete the online form
        - In the “Select Processing Options” section, select the option that will provide the Office of Ed Prep the transcript that shows the awarding of the teacher education program Advanced Certificate or EdM Degree, as well as grades for all program (and applicable prerequisite/conditional) coursework
        - In the “Enter Recipient Address Information,” input the address for Office of Educator Preparation (375 Baldy Hall; Attn: Certification); *you may notice a statement that official transcripts will not be sent to offices within UB – please ignore this, as we have been granted special permission to receive official transcripts.*

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

You are urged to apply for your additional initial or professional teacher certificate (ESOL or Literacy) or extension (Bilingual) immediately upon program completion (i.e., awarding of your Advanced Certificate or EdM Degree from UB) and completion of all applicable prerequisite/conditional 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 the teacher certificate or extension.

- If you apply more than one year, but less than two years, from the date of awarding of your Advanced Certificate or EdM Degree from UB, you must provide to the Office of Ed Prep 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 award date, the office will not recommend you for an initial teacher certificate.

The Office of Educator Preparation reserves the right not to recommend a program completer for a teacher certificate or extension if the office has good cause to believe that the certificate applicant has committed an act that would for a practicing teacher be considered a violation of Part 83 of the Regulations of the NYSED Commissioner.

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In order to obtain an additional initial or professional teacher certificate or extension, you must submit an online application via the TEACH system (see pages 5 & 6 of this document), and you must meet all requirements of NYSED.

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If you have questions about information on pages 3 & 4, please contact the Office of Ed Prep.

375 Baldy Hall | Buffalo, NY 14260-1000 | [ubedprep@buffalo.edu](mailto:ubedprep@buffalo.edu) | P: 716-645-2461 | F: 716-645-3631

# STEPS TO COMPLETE WITHIN TEACH

(PAGES 5 & 6)

To apply for an additional initial or professional teacher certificate or extension, you must create a New York State Directory Service account and register with TEACH.

## 1. Create an Account and Register

- a. 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).

## 2. Edit Personal Information

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

## 3. 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 displayed on your UB transcript and see Appendix A of this document)
- **Program:** select the applicable program title (for guidance, review the award title displayed 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 teacher education program for adolescence biology, you may select “Biology”)
- **Date Degree Received:** this applies to the awarding of your Advanced Certificate or your EdM Degree from UB (UB has award dates in June, September, and February; to verify your award date, review 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 additional initial or professional teacher certificate or extension (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 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 be the same as the date degree received
- **Number of Credits:** if you are receiving an EdM degree, obtain this from your Application to Candidacy (ATC) filed with the Department of Learning and Instruction; if you are receiving an Advanced Certificate, the number is 33 (this may include undergraduate education coursework you completed as part of the UB education minor)

#### 4. Edit Employment Information

- Please note that self-reported teaching experience will need to be verified by your district with NYSED when you go to apply for a professional certificate.

#### 5. 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 (e.g., literacy, 5-12) and an additional certificate (e.g., literacy, birth-6), you will repeat this process for each certificate/extension.)

- **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 (or Professional) Certificate” or “Initial (or Professional) Extension Annotation (for those who are applying for a bilingual extension)”

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.

For those seeking an initial or professional teacher certificate in literacy, you are eligible to apply for both literacy certificates: birth-grade 6 and grades 5-12.

#### 6. 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>. 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.

# New York State Teacher Certification Exams (NYSTCE)<sup>†</sup>

(pages 7 & 8)

## ▪ New York State Teacher Certification Exams (NYSTCE)

*Exam registration, preparation, and completion are student responsibilities. Although the knowledge and skills developed during the program will contribute to a successful outcome, it is expected that students will take the initiative to utilize available resources in preparation for the exams. We encourage students to begin accessing these resources now in order to determine existing gaps in knowledge and/or skills to be addressed through independent study/experience and/or program components. For questions about the exams, please contact Joshua Skeans ([jskeans@buffalo.edu](mailto:jskeans@buffalo.edu); 716-645-2461).*

The exams are as follows:

- **Bilingual Education Assessment (BEA)** – *only applicable to those seeking the bilingual extension*
  - The BEA aims to assess knowledge of foundations of bilingual education as well as language comprehension and expression.
- **Content Specialty Test (CST)** – *applicable for literacy and ESOL certificates*
  - This CST is certification-area specific and aims to assess your content knowledge and pedagogical content knowledge.

<sup>†</sup> As of July 18, 2014

<sup>‡</sup> For any questions on NYSTCE, we encourage you to contact Joshua Skeans ([jskeans@buffalo.edu](mailto:jskeans@buffalo.edu); 716-645-2461).

## 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 track of the teacher education program in Literacy - birth to grade 6 and grades 5-12), you will need to complete the TEACH application process multiple times (once for each certificate/extension), and you will need to use the same award title and program title/code for each application.

For students completing the **initial-only (Advanced Certificate) in Bilingual Education Extension:**

AWARD TITLE: ADVANCED CERTIFICATE  
PROGRAM NAME: BILINGUAL EDUCATION  
PROGRAM CODE: 25697

For students completing the **initial-only (Advanced Certificate) in ESOL:**

AWARD TITLE: ADVANCED CERTIFICATE  
PROGRAM NAME: TESOL  
PROGRAM CODE: 36438

For students completing the **initial/professional (EdM degree)** track, use the below information as relevant to your certificate area. *Note: for students completing the initial/professional (EdM degree) track, the Office of Ed Prep 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 applied for and 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, which is currently three years with at least one year being a mentored experience).*

For students completing the **initial/professional (EdM) in Literacy Specialist Education:**

AWARD TITLE: MASTER OF EDUCATION EDM  
PROGRAM TITLE: Literacy Specialist  
PROGRAM CODE: 25720



## **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; general assessment of performance in the program; workshop participation for DASA (if applicable), 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.

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To be completed by the student (*complete all information and submit signed/dated form to the Office of Ed Prep, University at Buffalo, 375 Baldy Hall, Buffalo, NY 14260-1000; [ubedprep@buffalo.edu](mailto:ubedprep@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 Office of Educator Preparation 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 TEACHER CERTIFICATE or EXTENSION

I, \_\_\_\_\_ (Last, First Middle), intend to apply for an **Initial or Professional Teacher Certificate or Extension** in the following certificate area(s). The selected certificate area matches the program title displayed on my transcript upon awarding of my Advanced Certificate or EdM Degree and matches what I selected (or will select) when I input information to my account in TEACH. *Check all that apply, including extensions.*

- \_\_\_\_\_ Bilingual extension
- \_\_\_\_\_ English for Speakers of other Languages, Pre-K – 12
- \_\_\_\_\_ Literacy, birth – 6\*\*
- \_\_\_\_\_ Literacy, 5 – 12\*\*

*\* Note: For students completing the initial/professional (EdM degree) track, the Office of Ed Prep will simultaneously submit a recommendation for an initial teacher certificate and a professional teacher certificate. The respective certificates will be issued by NYSED only after you have applied for and 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).*

*\*\*Note: for those completing the literacy specialist EdM Degree, if you meet the requirements of the professional teacher certificate (including the teaching/mentored 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 the Office of Ed Prep (in addition to this form).

- Authorization for Release of Education Records (see page 9 of this document)
- Certificates of Completion: DASA (if your first initial certificate was granted prior to Feb. 1, 2014)
- Official transcript(s)

In addition to the certification application documents you submit to the Office of Ed Prep, be sure to complete your part of the online application process within your TEACH account (see pages 6 and 7 of this document).

Signature: \_\_\_\_\_ Date: \_\_\_\_\_