



University at Buffalo

Office of Educator Preparation

Graduate School of Education

INITIAL Teacher Certificate TEACH Application Instructions*

** As of August 3rd, 2017; solely for those who have been admitted to and are completing the initial or initial/professional track of the teacher education program within the Department of Learning and Instruction of the University at Buffalo and are preparing to apply for the program-related **initial teacher certificate** via the approved teacher preparation program pathway.*

PLEASE READ BEFORE PROCEEDING

The information contained herein is intended solely for those who have been admitted to and are completing the initial or initial/professional track of the teacher education program within the Department of Learning and Instruction of the University at Buffalo and are preparing to apply for the program -related **initial teacher certificate** via the approved teacher preparation program pathway.

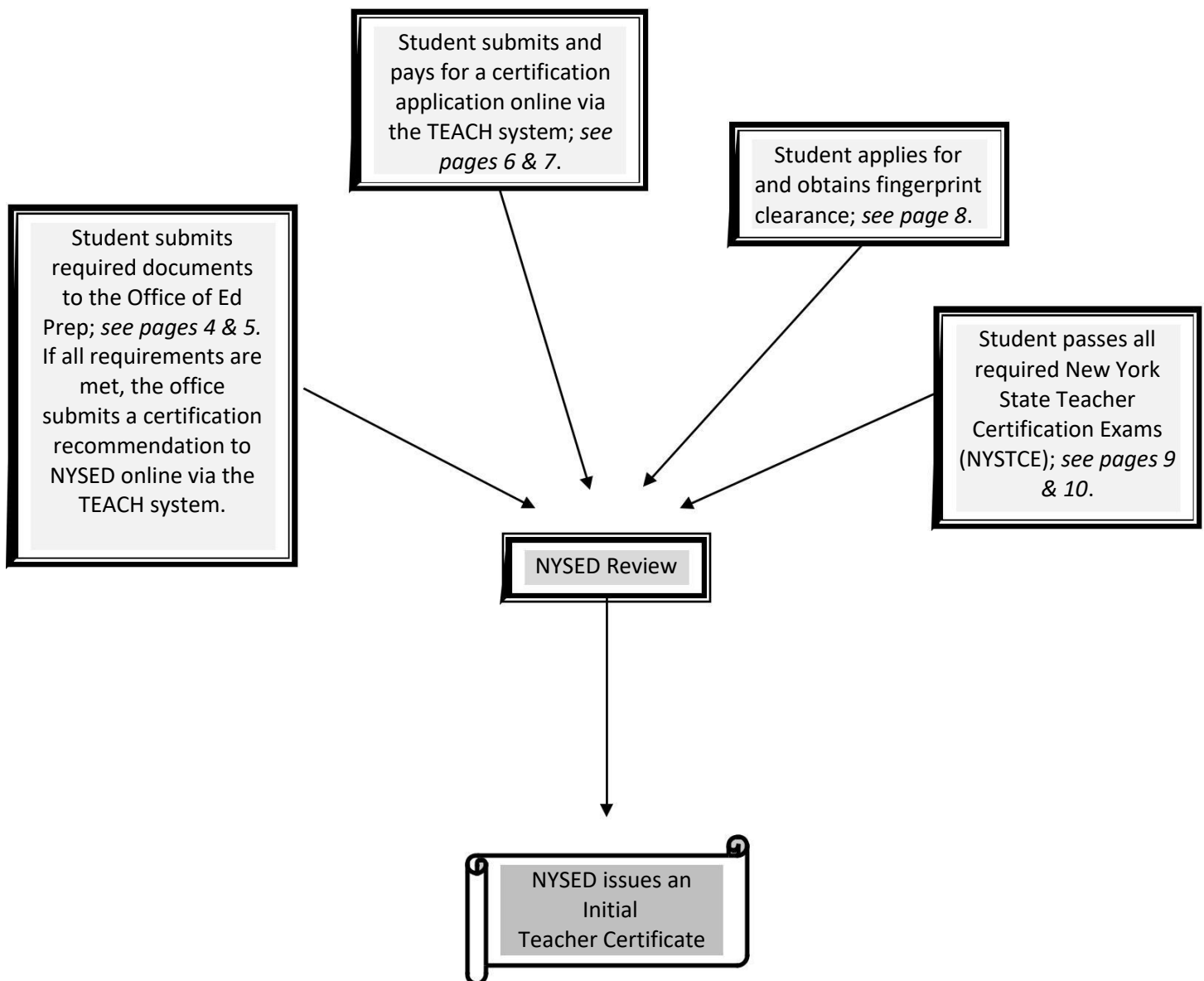
STOP if you are seeking a recommendation for an initial teacher certificate through another pathway and/or a teacher certificate unrelated to the program you completed at the University at Buffalo. For further assistance, contact the Office of Teaching Initiatives within the New York State Education Department or the Certification Officer within your local Board of Cooperative Educational Services (BOCES).

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.



DOCUMENTS TO SUBMIT TO THE OFFICE OF EDUCATOR PREPARATION

(PAGES 4 & 5)

In order to be considered for a UB recommendation for an initial teacher certificate, 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 initial teacher certificate (the required form is page 14 of this document)
 - Completed **Verification of Intent to Apply for an Initial Teacher Certificate** (the required form is page 15 of this document)
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- Workshop **Certificates of Completion**

- **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>.

- **Mandated Reporter of Child Abuse and Neglect**

- This workshop is available online through several online providers, including the following:
 - New York State Office of Children and Family Services (<http://nysmandatedreporter.org/TrainingCourses.aspx>); to our understanding, there is no fee for this provider
 - Genius Genius of New York* (<http://www.childabuseworkshop.com/>)

- **School Violence Intervention and Prevention (SAVE)**

- This workshop is available online through several providers, including the following:
 - Genius Genius of New York* (<http://www.violenceworkshop.com/>)

- Genius Genius of New York offered UB a discount code. The code you will input when prompted to supply a group code is Buffalo50 (if you find that this code no longer works, please inform the office). In providing this information, UB is not endorsing any one provider over another. Additionally, UB is in no way associated with any of the indicated providers of the Mandated Reporter or SAVE workshops. If you have any technical questions about the online workshops, contact the provider. If you have concerns about any of the providers and you believe we should not be distributing information about a particular provider's online workshop(s), please let us know the specifics of your concerns.

For those seeking an initial teacher certificate in literacy:

- Because you must already hold a valid NYS teacher certificate in another certification area that required completion of the Mandated Reporter and SAVE workshops, you do not need to submit certificates of completion for these two workshops
 - For the DASA workshop:
 - If your literacy specialist degree was awarded on or after February 1, 2014, you must submit the certificate of completion for this workshop to the Office of Ed Prep.
 - If your literacy specialist degree was awarded on or before September 1, 2013, you must submit this certificate of completion directly to NYSED
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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; 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: Request Official”
 - 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 initial teacher certificate.

You are urged to apply for an initial teacher certificate 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 an initial teacher certificate.

- 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 an initial teacher certificate 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.

In order to obtain an initial teacher certificate, you must submit an online application via the TEACH system (see pages 6 & 7 of this document), 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 pages 4 & 5, please contact the Office of Ed Prep.

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

STEPS TO COMPLETE WITHIN TEACH

(PAGES 6 & 7)

To apply for an initial teacher certificate, 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 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 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

- This section is applicable to applicants for a professional teacher certificate, NOT applicants for an initial teacher certificate; therefore, you may skip this item

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., mathematics, 7-12) and an extension certificate (e.g., mathematics, 5-6 extension) or for both a childhood and an early childhood certificate, 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 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.

For those seeking an initial teacher certificate in literacy, you are eligible to apply for both literacy certificates: birth-grade 6 and grades 5-12. In TEACH, when you select the grades level, do not select “PreK-12 – All Grades,” but instead you will need to complete the application process twice, once for birth-grade 6 and then for grades 5-12. If you incorrectly select “PreK-12 – All Grades,” you will be brought down the pathway for a permanent teacher certificate as a reading teacher, which is an ‘old’ certificate title that is not applicable to those who have completed the literacy specialist program since 2004.

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.

Fingerprint Clearance

(page 8)

- For information regarding the fingerprint clearance process, see <http://www.highered.nysed.gov/tsei/ospra/fpprocess.html>. All fingerprinting required by the Education Department for certification or employment in schools must be scheduled with MorphoTrust. Fingerprint appointments must be scheduled with one of the listed providers.
- The steps for making an appointment for fingerprinting are as follows:
 1. Visit <https://uenroll.identogo.com/workflows/14ZGQT>.
 2. Click on the "Schedule or Manage Appointment" link.
 3. Enter required personal information and choose an appointment date and time.
 4. Make the required payment for your appointment.
 5. Fingerprint results will be sent to NYSED on your behalf.
- Because the fingerprinting process often takes several weeks to complete, we strongly encourage you to begin the process early (waiting could cause delays within the program and as related to your application for the issuance of an initial teacher certificate).
- For those seeking an initial teacher certificate in literacy, because you must already hold a valid NYS teacher certificate in another certification area that required fingerprint clearance, you do not need to resubmit for fingerprint clearance.

Please note, the University at Buffalo is not involved in the fingerprinting process; therefore, all questions (including whether previous fingerprints may be applicable to an application for a teacher certificate) must be directed to the New York State Education Department (see the website provided above).

New York State Teacher Certification Exams (NYSTCE)[†]

(pages 9 & 10)

■ New York State Teacher Certification Exams (NYSTCE)

For all areas of teacher certification, there are four NYSTCE (<http://www.nystce.nesinc.com/index.asp>) that must be passed as a requirement for the issuance of a *first* initial teacher certificate[‡] (those seeking the bilingual extension have a fifth exam). *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. Preparation materials can be obtained online at http://www.nystce.nesinc.com/NY_prepare_opener.asp. For questions about the exams, please contact Joshua Skeans (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)**
 - This CST is certification-area specific and aims to assess your content knowledge and pedagogical content knowledge.
 - NYSED is in the process of revising the CST's. All new exams are now operational with the exception of the sciences (Biology, Chemistry, Earth Science and Physics), which will be operational in the Fall of 2018, and the Fine Arts (Dance, Music, Theater and Visual Arts), date still to be determined.
 - Those who wish to be certified in both Early Childhood and Childhood Education must take and pass a total of 5 sections of the Multi-Subject Exams for Early Childhood and Childhood. The Multi-Subject Tests contains three parts. Applicants must complete Sections 1 and 2 of both exams and Section 3 of just one of the exams.

Part One: Literacy and English Language Arts *Early Childhood*

Part One: Literacy and English Language Arts *Childhood*

Part Two: Mathematics *Early Childhood*

Part Two: Mathematics *Childhood*

Part Three: Arts and Sciences *Early Childhood OR Childhood*

Candidates must successfully pass all parts of the Multi-Subject Test in order to be certified. Candidates may register to take all parts at the same time (which may be less expensive) or may register to take each part separately.

[†] As of July 18, 2014

[‡] For those who already hold a valid New York State initial teacher certificate that will continue to be valid through issuance of a second initial teacher certificate, the NYSTCE requirements for the second initial teacher certificate may differ; before you register for the NYSTCE, we encourage you to contact Joshua Skeans (jskeans@buffalo.edu; 716-645-2461); For those seeking an initial teacher certificate in literacy, because you must already hold a valid NYS teacher certificate in another certification area, current NYSED regulations regarding the NYSTCE require only that you to pass the CST for literacy.

- **Educating All Students Test (EAS)**
 - The EAS consists of selected-response items and constructed-response items. Each constructed-response item will share scenario-based stimulus material with several selected-response items. This exam aims to assess the professional and pedagogical knowledge and skills necessary to teach all students effectively in New York State public schools.

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 who are applying for a base certificate and an extension certificate or those applying for both a childhood and an early childhood certificate), 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)** track for adolescence (grades 7-12) education in **English Language Arts**, Languages other than English (**Chinese, French, Latin, Spanish**), **Mathematics**, Sciences (**Biology, Chemistry, Earth Science, Physics**), **Social Studies**

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

For students completing the **initial-only (Advanced Certificate)** track for all grades (preK-12) education in **Music**

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

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).*

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,INIT/PROF
AWARD: EDM | PROGRAM CODE: 25704

Chinese

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

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

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

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

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 Office of Ed Prep, University at Buffalo, 375 Baldy Hall, Buffalo, NY 14260-1000; 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 AN INITIAL TEACHER CERTIFICATE**

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 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.*

- | | |
|---|--|
| <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"/> Bilingual extension |
| <input type="checkbox"/> Chinese, 7 – 12 | <input type="checkbox"/> Chinese, Pre-K – 6 extension* |
| <input type="checkbox"/> Early Childhood, birth – 2 | <input type="checkbox"/> 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, Pre-K – 12 | |
| <input type="checkbox"/> French, 7 – 12 | <input type="checkbox"/> French, Pre-K – 6 extension* |
| <input type="checkbox"/> Gifted | |
| <input type="checkbox"/> Latin, 7 – 12 | <input type="checkbox"/> Latin, Pre-K – 6 extension* |
| <input type="checkbox"/> Literacy, birth – 6** | |
| <input type="checkbox"/> Literacy, 5 – 12** | |
| <input type="checkbox"/> Mathematics, 7 – 12 | <input type="checkbox"/> Mathematics, 5 – 6 extension* |
| <input type="checkbox"/> Music, Pre-K – 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, Pre-K – 6 extension* |
| <input type="checkbox"/> Other: <i>please contact the Office of Ed. Prep.</i> | |

** Note: select this option only if the applicable EdM degree (via the initial/professional track) will be awarded prior to your application for an initial teacher certificate. Also note that 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 14 of this document)
- Certificates of Completion: DASA; Mandated Reporter of Child Abuse and Neglect; SAVE
- 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: _____