ABBREVIATED CERTIFICATION APPLICATION PROCEDURES

CERTIFICATE PROGRAMS: School District Business Leader

1. You must file for graduation in a timely fashion.
   **Please note that filing for graduation and filing for certification are two independent processes. You are required to do both.**

2. Complete the Official Release Form and Required Information Sheet (last two pages) found at the end of this packet. Please send or drop off these forms, along with a $90.00 check or money order made payable to SUNY at Stony Brook, IFR 900085 to:

   Teacher Certification Office
   SBS N–221, SUNY/Stony Brook
   Stony Brook, NY11794-4310 *Include last 4 digits of zip code

   You must access the TEACH online system to apply for your license(s). Follow the instructions on pages 2-4.

3. Print out an unofficial transcript which is available on the SOLAR system <www.stonybrook.edu/solarsystem>. You may apply for your certification before you graduate. However, in order for you to be recommended for certification, your Stony Brook transcript must have your degree posted. You may log onto the SOLAR System at anytime to verify your degree has been posted onto your unofficial transcript and you may log on to TEACH to check if your recommendation has been received by NYSED.

4. You must access the TEACH online system to apply for license(s). Follow the instructions outlined in this packet. Please be certain to read the packet thoroughly. We cannot assist you in correcting any errors.

5. Candidates for all certifications must prove that they have satisfied the Child Abuse Education, the Identification and Prevention of School Violence, and DASA requirement. Students who take these courses outside of Stony Brook must provide proof that these courses were completed. This proof is usually in the form of a statement issued upon completion of an approved course in the above topics. Maintain originals or photocopies for your own records as well.

6. Test scores will be sent directly to NYSED by the Testing Agency and Fingerprint records will be sent to the Division of Criminal Justice Services for purposes of initial/professional Certification. There is no need to include these with your application. Be certain that testing requirements for the SDBL have been completed prior to application.

7. You must be fingerprinted before any application for certification will be processed by NYSED. If you have worked in another jurisdiction where fingerprints were required, you can complete an OSPRA 104 form and forward it to that jurisdiction requesting that your fingerprints be transmitted to NYSED (example: You were a former teacher for the NYC Board of Education). The link for this form is: <http://www.highered.nysed.gov/tcert/ospra/form.htm>.

8. Once your Stony Brook Degree or Advanced Graduate Certificate has been awarded, your authorization paperwork (the last two pages of this packet), associated fees and proof of your required seminars are received, the Teacher Certification Office at Stony Brook will enter a recommendation on your behalf to NYSED through the TEACH System. The State Education Department in Albany will pair this recommendation with your online application, career history and other required online documentation. Once everything is in order and has been reviewed by NYSED, information about your certificate will be communicated to you through the TEACH web site. We encourage you to check the TEACH web site for information prior to contacting NYSED with questions.

   NOTE: The license certificate will be mailed directly from NYSED to you in the name under which you have filed and at the address you note in your online application through TEACH.
I am a Student in the Post-Master’s Advanced Graduate Certificate in School District Business Leadership. How do I file for the SDBL Certification through Stony Brook University’s Institutional Recommendation on the TEACH Online Web-site?

Please follow the below steps:

1. Go to the following Web-site: [http://www.highered.nysed.gov/tcert/teach/index.html](http://www.highered.nysed.gov/tcert/teach/index.html) Click on “Login to TEACH” on the right if you already have a TEACH Online account. If you do not remember your password, click on the “I forgot my password” link on the next Web page. If that doesn’t work, please call (518) 486-6041. DO NOT CREATE A DUPLICATE ACCOUNT. Click on “Self Registration” (on the right) if you do not already have a TEACH Online account and follow the instructions for setting up a TEACH Online account.

2. After you enter your username and password (and are logged in), click on the “Teach Online Services” link (blue panel).

3. Click on “Apply for Certificate”.

4. Click on “Next” on the lower right (grey panel).

5. Click on “Edit Education Info” (grey panel near right-center of Web page)

6. On the very top of the screen, you will see the below statement:

   Approved New York Teacher Certification Programs: Select this radio button if you completed a program at a New York State institution of higher education that leads to a recommendation for a teaching certificate.

   Contact the certification office at your college/university for a Student Application Information Sheet containing the necessary information regarding award title (degree awarded), program code and title, and major field of study to complete this portion of the application.

   Make sure the dot to the left of this statement is checked off when you enter the program information for the School District Business Leader Program that you are currently finishing at Stony Brook University.

7. On the pull-down menus select the following:
   a. “Institution” select “SUNY Stony Brook”
   b. “Award Title” select “Advanced Certificate”
   d. “Major” select “School Leadership.”
   e. “Date Degree Received” type in the graduation date for the term you are currently enrolled in
      i. *(To see what the graduation date is, on a separate web-browser go to [www.stonybrook.edu/spd](http://www.stonybrook.edu/spd) and click on the academic calendar for the current term on the right side of the web-page. The graduation date would be the date of the graduation ceremony).*
   f. “Attended From” type in the month, day, and year you started the SDBL Program at Stony Brook. g. “Attended To” type in the date you will be graduating from the SDBL Program.
   h. “Number of Credits” type 36.

8. Click on the “Add” (gray) button on the right. You will see your current Stony Brook Program listed at the bottom of the web-page. It will look similar to the following:

<table>
<thead>
<tr>
<th>College/University</th>
<th>Location</th>
<th>Degree Earned</th>
<th>Major</th>
<th>From</th>
<th>To</th>
<th>Date Degree Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUNY STONY BROOK</td>
<td>NY</td>
<td>ADV CRT</td>
<td>School Leadership</td>
<td>08/01/2007</td>
<td>08/17/2007</td>
<td></td>
</tr>
</tbody>
</table>
9. When finished entering all other college/university programs and coursework, click on “Done” (gray button) on the lower right of the web-page.

10. Click on “Edit Employment History”. Enter your employment history. Click on the gray “Add” button on the lower left after each entry. When you are finished, click on the gray “Done” button on the lower right.

11. Click on the “Next” button on the lower right.

12. On this web-page, you can apply for the SDBL Certification. You will need to add each one by making the appropriate selections as indicated below:

13. Click on “Add” on the right (grey button). This will take you to a new Web page.

14. On this new Web page, you will be prompted for your program code. Please enter 29335 and click submit.
15. Select the Radio Button for the SBDL program and click next.
16. Now, you should see:

17. If correctly listed, scroll down to the bottom right and click on the gray “Next” button.

18. Select the appropriate Radio Button to have NYSED review your application and click next.
19. Continue following the instructions/answering the questions on the TEACH Online Web page to continue filing for the SDBL Certification. Print out a copy of all receipts because the site will ask you to submit payment via credit card.

If you have any questions regarding the above, please call (631) 632-7759 or 632-7055. Please submit your check or money order and the enclosed forms to:

Teacher Certification Office
SBS N–221, SUNY/Stony Brook
Stony Brook, NY11794-4310  *Include last 4 digits of zip code
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**  
   Examples: course registration and grades; field experience placements; general assessment of performance of student in a course or in a field-based experience; workshop participation for Identification of Child Abuse, School Violence Prevention Training or DASA.

2. **Identify the party or class of parties to whom the records should be released**  
   Examples: NYSED Office of Teaching Initiatives

3. **Indicate the reason for the release**  
   Examples: to authorize the University to disclose/release information to a third party as part of an application for certification

TO BE COMPLETED BY THE CANDIDATE/STUDENT (complete all information, sign and date the form, and deliver it to the Teacher Certification Office, Stony Brook University, SBS, N-221, Stony Brook, NY 11794-4310 (include last 4 digits of zip code):

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

I AUTHORIZE the Teacher Certification Office at Stony Brook University, 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.

________________________________________  ___________________________  
Candidate’s Signature __________________ Date ___________________________
I, ________________________________ (Last, First Middle), intend to apply for an initial administrative certificate in the following certification area(s). **Complete both forms and forward it to the Teacher Certification Office, N-221, Social & Behavioral Sciences, Stony Brook University, Stony Brook, New York 11794-4310 (include last 4 digits) accompanied by a Check or Money Order in the amount of $90.00 made payable to: Stony Brook University- IFR 900085. Please include your Stony Brook ID number on your Check or Money Order.**

**Stony Brook Pathway:**

_______ Post Master’s Advanced Graduate Certificate in School District Business Leadership

Expected Date of Graduation: _______________________

List the college or university where you obtained your master’s degree:

___________________________________

I attest that all requirements below have been completed and submitted to NYSED

(Please circle)

**Seminar Completion**  Child Abuse  School Violence  DASA (Dignity for All Students Act)

**Fingerprinting**  YES  NO

School of Professional Development
Graduation and Teacher Certification
N-221 Social & Behavioral Sciences
Stony Brook, NY 11794-4310
tel: 631-632-7055
fax: 631-632-2725
email: spd_graduationandcertification@stonybrook.edu