ABBREVIATED CERTIFICATION APPLICATION PROCEDURES CHECKLIST

CERTIFICATE PROGRAMS: Science Education Programs

1. You must **file for graduation** in a timely fashion. You may file for graduation on SOLAR.

**Please note that filing for graduation and filing for certification are two independent processes; you are required to do both. Please visit http://www.stonybrook.edu/spd/current/graduation.html for information about graduation.**

2. Complete the **Official Release Form and Required Information Sheet** found at the end of this packet. Please mail or drop off this form, along with a $90.00 check or money order made payable to Stony Brook University, IFR 900085 to:

   Teacher Certification Office
   2321 Computer Science Building
   Stony Brook, NY11794-4434*Include last 4 digits of zip code

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 any time 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.

5. Candidates for all certifications must prove that they have satisfied the **Child Abuse Education, Substance Abuse, 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. 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. The link for this form is: http://www.highered.nysed.gov/tcert/ospra/form.htm.

7. Test scores on the EAS, ALST, edTPA and CST as well as Fingerprints will be sent directly to NYSED by the Testing Agency and the Division of Criminal Justice Services for purposes of Initial Teacher Certification. There is no need to include these with your application.

8. **After your degree is posted on your transcript**, (thus indicating you have completed a “registered and approved” program) and the required seminars are received and in order, the Teacher Certification Office 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 and all other supporting documentation that is required for issuance of that certification and the resulting license. **You must follow up on the status of your application through the TEACH web site.**

9. If you are also applying for a license through the ‘Individual Evaluation Pathway’, (e.g. An MAT Biology student applying for an additional certificate in Chemistry-see step 26) you must submit any and all supporting documentation requested by NYSED at the address posted on the TEACH website or to your local BOCES liaison office. This documentation must include all transcripts relevant to the license for which you are applying. In addition, you will have to submit seminar certificates and fingerprints to NYSED if receipt of those records do not appear on your TEACH account.

NOTE: Paper Certificates will no longer be printed for the Initial certificate. Access to your certificate will be through the TEACH web site only.
APPENDIX A
Award Title and Program Title/Code

These codes identify your specific Science Program (Biology, Chemistry, Earth Science, or Physics) to New York State for the Initial/Professional certificate. If you are applying for more than one certificate, including extensions (such as General Science), if applicable to the program in which you are enrolled and are completing, use the same award and program information for each certificate.

Biology

AWARD: BS
PROGRAM CODE: 26333
PROGRAM TITLE: ADOLESCENCE EDUCATION: BIOLOGY, INITIAL

AWARD: MAT
PROGRAM CODE: 31960 (Combined BS/MAT program only)
PROGRAM TITLE: ADOLESCENCE EDUCATION BIOLOGY

AWARD: MAT
PROGRAM CODE: 26334
PROGRAM TITLE: ADOLESCENCE EDUCATION: BIOLOGY, INIT/PROF

Chemistry

AWARD: BS or BA
PROGRAM CODE: 26337 (BS) or 26335 (BA)
PROGRAM TITLE: ADOLESCENCE EDUCATION: CHEMISTRY, INITIAL

AWARD: MAT
PROGRAM CODE: 30672 (Combined BS/MAT program only)
PROGRAM TITLE: CHEMISTRY/ADOLESCENCE EDUCATION INIT/PROF

AWARD: MAT
PROGRAM CODE: 26338
PROGRAM TITLE: CHEMISTRY EDUC: ADOLESCENCE, INIT/PROF

Earth Science

AWARD: BA or BS
PROGRAM CODE: 26339 (BA) or 26340 (BS)
PROGRAM TITLE: ADOLESCENCE EDUCATION: EARTH SCIENCE, INITIAL

AWARD: MAT
PROGRAM CODE: 30673 (Combined BA/MAT program only)
PROGRAM TITLE: EARTH AND SPACE SCIENCE

AWARD: MAT
PROGRAM CODE: 26341
PROGRAM TITLE: ADOLESCENCE EDUCATION: EARTH SCIENCE, INIT/PROF

Physics

AWARD: BS
PROGRAM CODE: 26331
PROGRAM TITLE: ADOLESCENCE EDUCATION: PHYSICS, INITIAL

AWARD: MAT
PROGRAM: 30678 (Combined BS/MAT Program only)
PROGRAM TITLE: PHYSICS, INIT/PROF

AWARD: MAT
PROGRAM CODE: 26332
PROGRAM TITLE: ADOLESCENCE EDUCATION: PHYSICS, INIT/PROF
To file for your Initial Certificate in any of the Sciences (Biology, Chemistry, Earth Science and Physics) with a General Science Extension (if applicable), Middle Child Grades 5-6 extension (if applicable) and/or an additional certification outside your subject area please follow the steps below. Students not filing for a General Science Extension, Middle Child Grades 5-6 Extension or an additional certification may simply omit those steps from the application process. The examples provided in the screen shots below are based on a general MAT Biology application with a General Science extension, a 5-6 extension and an additional certificate in Chemistry. Your application, credits and degree may be different, so please monitor your transcript carefully when filling out this information.

1. Log into SOLAR and Print out an unofficial transcript. Keep this on hand, it will be helpful throughout the application process.
2. 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.
3. After you enter your username and password (and are logged in), click on the “Teach Online Services” link (blue panel).
4. Click on “Apply for Certificate”.
5. Click on “Next” on the lower right (grey panel).
6. Click on “Edit Education Info” (grey panel near right-center of Web page).
7. 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. 

   **Please note:** This packet substitutes for the Student Application Information Sheet.

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

8. On the pull-down menus select the following:
   a. Under “Institution” select “Stony Brook University”;
   b. Under “Award Title” select “Master of Arts in Teaching, Bachelor of Arts or Bachelor of Science”; *(Combined Degree are reminded to choose the MAT as their award)*
   c. Under “Program” select “Your program BASED on the Appendix on the previous page”; write this number down you, will need it again later.
   d. Under “Major” select the specific science major of your program.
   e. Under “Date Degree Received” type in the graduation date for the last term you were enrolled in. Check your unofficial transcript on SOLAR for details. However, if you are applying for certification prior to graduating and you need to know 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. Under “Attended From” type in the month, day, and year you started your program at Stony Brook. This information is on your unofficial transcript.
   g. Under “Attended To” type in the date you will be graduating from your program.
   h. Under “Number of Credits” type the number of credits you have for the program you are graduating from.

(See Next Page)
9. 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>Award Title/Degree</th>
<th>Major</th>
<th>From</th>
<th>To</th>
<th>Date Degree Received</th>
<th>Cr. Rcvd</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUNY STONY BROOK</td>
<td>NY</td>
<td>MAT</td>
<td>Biology</td>
<td>09/01/2004</td>
<td>12/21/2008</td>
<td>09/01/2004</td>
<td>44</td>
</tr>
</tbody>
</table>

10. When finished entering all other college/university programs and coursework, click on “Done” (gray button) on the lower right of the web-page.
11. Click on the “Next” button on the lower right.
12. This will take you to the TEACH HOME page again. Under the heading Online Application, click the Apply for Certificate link. Read each web page and check for accuracy. If the information entered is accurate you may click next until you reach the application page.

13. On this web-page, you can apply for both your major science, General Science Certifications, 5-6 extension and an additional area outside of your major. You will need to add each one by making the appropriate selections from the pull-down menus.

14. To add your Major area of Science Certification, select the following from the pull-down menus:
   a. “Area of Interest” select “Classroom Teacher”;
   b. “Subject Area” select your Science Major;
   c. “Grade Level” select “Adolescent -Grades 7-12”;
   d. “Title” select “(Your Science Major) 7-12”;
   e. “Type of Certificate” select “Initial” (see below).
15. Click on “Add” on the right (grey button).
16. You will be taken to a new page that asks for your program code, enter your program code that you have written down from earlier, or as listed in Appendix A on page 2, and click submit.

17. This will take you to a new page; select the program that is shown.

18. Click on “Next” on the lower right.
19. You will be taken back to the certificate application page where you can also file for the General Science Certificate by returning to the above mentioned pull-down menus. However, this time you will need to make the following selections:
   a. Next to “Area of Interest” select “Classroom Teacher Extensions”;
   b. “Subject Area” select “General Science”;
   c. “Grade Level” select “Adolescent- Grades 7-12”;
   d. “Title” select “General Science 7-12 Extension”;
   e. “Type of Certificate” select “Initial Extension Annotation.”
   f. Click Add; then click Next.

(Do notice that when you apply for General Science, you will be able to see your recently requested Science certificate listed on the bottom of the page as well)

20. You will be asked to enter the program code again, please enter the same code as earlier. Then, click submit.

21. You will now select the certificate you are applying for and click next as seen above.
22. This will take you back to the application page; you should now see both Certificates listed on the web page.

23. For those students who have taken CEE 601 Early Adolescent Development and CEE 602 Middle Child Education you may apply for your Grades 5-6 certificate extension with steps A-F below. Other students may skip to step 25.
   a. Next to “Area of Interest” select “Classroom Teacher Extensions”;
   b. “Subject Area” select “Biology”
   c. “Grade Level” select “Grades 5-6”;
   d. “Title” select “Biology 5-6 Extension”;
   e. “Type of Certificate” select “Initial Extension Annotation”.
   f. Click Add; then click Next.
24. You will be asked to enter the program code again, please repeat steps 19-21 and click next.

25. You will be on the certificate page. Verify that your certificate information is entered correctly and, if you are applying for an additional certificate outside of your MAT area, continue to the next step. Otherwise, if finished applying, click next and continue to step # 31.

26. Select your additional certificate area, in this example an MAT Biology student is applying for an additional certificate in Chemistry, enter the information for your needs, then select Add:

27. You will then be directed to the following familiar page. However **DO NOT ENTER YOUR PROGRAM CODE HERE** as you have done in the past. Remember, your program code is for your primary certificate only. Instead, select the ‘NO’ box and select next:
28. On the next page, select the 'No, I do not want to apply through the interstate reciprocity pathway' button and then select next.

29. On the next page select the Pathway: Individual Evaluation Option and select next:
30. You will be directed to the certification page again. Please verify all of the information for accuracy, then select Next.

31. You will be asked to have your application evaluated by the State Education Department or BOCES. Choose the State Education Department and click Next.
32. Continue on to the Sign Affidavit page; and then to the Confirm and Sign Application Page where you will see the **ALL** of the certificates you have applied for and the total cost of your application.

24. Select sign application when ready and continue with payment instructions as prompted by the TEACH site. Print out a copy of all receipts and maintain for your records.

Please remember to submit any information the NYSED asks you for to:

New York State Department of Education  
Office of Teaching Initiatives  
5N EB, 89 Washington Ave  
Albany, NY 12234

NYSED encourages you to include your Social Security Number on any correspondence or documents that you send to them as it will help with the processing of your application.

Phone: (518) 474-3901  
Relay Center Number for Deaf in New York State (800) 421-1220 (TTY)  
Nationwide AT&T Relay Operator for Deaf (800) 855-2880 (TTY)

Overview of the TEACH Review Process

You must apply for graduation if you are in your final semester. This can be done via the SOLAR System.

Your SPD file is audited for all certification requirements. (Transcripts, credits, etc.)

If you are in good standing, you receive a letter in your seminar class that directs you to a web page where you may download an instruction packet on how to apply for certification using the TEACH online system.

If you are missing any items, you are emailed regarding the missing requirements and will also receive a notification in your Student Teaching seminar class. You are to contact SPD to ensure that these items are received.

You must send in the last two pages of the instruction packet along with a $90.00 fee if you would like Stony Brook to issue a recommendation on their behalf.

ONLY once your degree has posted to your transcript (you may check this on SOLAR) and the required paperwork is in order, Stony Brook will issue a recommendation to NYSED. This recommendation will include the completion of the Child Abuse, School Violence and DASA requirements if you completed them at Stony Brook and/or if you completed the courses elsewhere and submitted the required forms.

The recommendation will immediately reflect on your TEACH online account.

NYSED Review

A manual NYSED review will occur once everything is in order. A status labeled ‘Ready for Review’ should reflect on the TEACH online system if all is in order. If it does not, you must determine what piece is missing by viewing your TEACH account and forward all required information (including payment for the processing of each license) to NYSED.

Test Scores (CST, ALST, EAS, edTPA, etc.) are directly reported to NYSED.

Fingerprint results are directly reported to NYSED.

Approvals and Denials

A certificate number for approved applications is assigned via the TEACH system. Additional information requests and/or denials are communicated from NYSED to you via the TEACH system. You are encouraged to monitor this web site throughout your entire career.
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. As such, this signed consent form will include any/all of the items described below:

(1) Records to be released
Course registration and grades; transcript information, test scores, 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, Identification of Substance Abuse, or School Violence Prevention Training and any other records deemed necessary for this recommendation.

(2) To whom the records should be released
NYSED Office of Teaching Initiatives

(3) The reason for the release
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, 2321 Computer Science Building, Stony Brook, NY 11794-4434 (include last 4 digits of zip code ) 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.

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

(over)
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 certification area(s). Check all that apply through your SBU “registered and approved” program. Do not include applications outside of your area filed with individual transcript evaluation.

Please check Stony Brook the appropriate Stony Brook Degree Program you are enrolled:

______ Bachelor’s degree    ____ Combined Bachelor’s/MAT    ____ MAT Degree

Semester/Year of Graduation: __________________________

Please check content area below for which you have completed Stony Brook’s Registered & Approved Program and NOT other licenses you are seeking via individual transcript evaluation.

<table>
<thead>
<tr>
<th>Program</th>
<th>Extensions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology, 7-12</td>
<td>General Science, 7-12</td>
</tr>
<tr>
<td>Chemistry, 7-12</td>
<td>Middle Child, Grades 5-6</td>
</tr>
<tr>
<td>Earth Science, 7-12</td>
<td></td>
</tr>
<tr>
<td>Physics, 7-12</td>
<td></td>
</tr>
</tbody>
</table>

I attest that all workshops below have been/will be completed and are posted on my TEACH account. I have attached a copy of the certificate of completion form for any workshop that is not posted on my account.

Note: Substance Abuse will NEVER appear on your TEACH account.

Workshops ______ Child Abuse    ______ Substance Abuse    ______ School Violence    ______ DASA

Contact Information:
School of Professional Development
Graduation and Teacher Certification
2321 Computer Science Building
Stony Brook, NY 11794-4434
Tel: 631-632-7055
Fax: 631-982-7311
Email: spd_graduationandcertification@stonybrook.edu

Internal Use Only:
Degree Conferral Date: _______________  Degree Awarded: UG _______ Grad. _________
Teacher Prep. Completed: Biology _____ Chemistry ___________ Earth Science ___________ Physics ___________
Recommended Extension: General Science ___________________ Middle Child __________________
Date Processed: _______________