GRADUATION AND CERTIFICATION APPLICATION INFORMATION

CERTIFICATE PROGRAMS: Foreign Language (Spanish, Italian, French, Chinese, Korean, and Japanese), Social Studies, English, Math, Science (Biology, Chemistry, Earth Science, and Physics) and TESOL

1. You must file for graduation in a timely fashion. You may file for graduation on SOLAR before the posted deadline. There are two deadlines for filing for graduation on SOLAR. You must check the Academic Calendar since these dates are different for each academic year. Filing by the first deadline ensures that your name will be included in the commencement publication. If you do not file on SOLAR by the second deadline, you will need to file for graduation using the Late Graduation Application. **Please note that filing for graduation and filing for certification are two independent processes; you are required to do both. Please visit our website for information about graduation.**

2. You must access the TEACH online system to apply for your teaching certificate(s). Follow the instructions outlined in this packet. Please be certain to read the packet thoroughly. We do not have access to your TEACH account to correct any errors.

3. You will need to fill out the SPD FERPA Form and pay the $90 fee before the Teacher Certification Office can submit your TEACH recommendation(s).

4. All teacher candidates must prove that they have satisfied the Identifying and Reporting Child Abuse, Identification and Referral of Substance Abuse, Prevention and Intervention of School Violence (SAVE), and Dignity for All Students Act (DASA) Workshops, as they are a requirement for graduation clearance. Students who take a workshop from a provider other than Stony Brook University must provide a copy of the certificate of completion only if the workshop is not posted on your TEACH account.

5. You must be fingerprinted before any application for certification will be issued by NYSED. Fingerprint will be sent directly to NYSED. Here is the link to the NYSED fingerprinting procedures. If you have already been fingerprinted for your Teaching Assistant certificate or for employment in a public school district in New York State, you do not need to be fingerprinted again. If you were fingerprinted by the New York City Board of Education, you must file the OSPRA 104 Form.

6. Passing test scores posted on your TEACH account for the Educating All Students (EAS) test, edTPA, and Content Specialty Test (CST) are requirements for your certificate to be issued by NYSED. They are not required to obtain the college recommendation.

7. ONLY after your degree is awarded can the Teacher Certification Office enter a recommendation on your behalf to NYSED through the TEACH System. NYSED will pair this recommendation with your online application and all other supporting documentation that is required for issuance of that certificate. You must follow up on the status of your application on the TEACH website.

8. If you are applying for any additional certificates through the Individual Evaluation Pathway, (e.g. an MAT Italian student applying for an additional certificate in Spanish), you must submit all supporting documentation to NYSED at the address posted on the TEACH website. This documentation must include all transcripts relevant to the certificate for which you are applying.
New York State Teacher Certification Instructions

Please use the information provided below to assist you in completing your online application for NYS Teacher Certification.

Step 1: Create Applicant Profile
Update your personal information and/or educational information.

Use the following information to complete the **Self-Reported Education** portion of the online application:

<table>
<thead>
<tr>
<th>INSTITUTION NAME:</th>
<th>Stony Brook University</th>
</tr>
</thead>
<tbody>
<tr>
<td>AWARD TITLE:</td>
<td>Master of Arts in Teaching, Bachelor of Arts, or Bachelor of Science</td>
</tr>
<tr>
<td>PROGRAM CODE:</td>
<td>Your program based on the appendix on the following pages</td>
</tr>
<tr>
<td>MAJOR:</td>
<td>The specific major of your program (Italian, English, History)</td>
</tr>
<tr>
<td>DATE DEGREE RECEIVED:</td>
<td>Degree conferral date</td>
</tr>
<tr>
<td>DATE ATTENDED FROM:</td>
<td>Enter date of matriculation</td>
</tr>
<tr>
<td>DATE ATTENDED TO:</td>
<td>Last day of classes</td>
</tr>
<tr>
<td>NUMBER OF CREDITS:</td>
<td>Enter the number of credits you have earned or will have earned for the program you are completing</td>
</tr>
</tbody>
</table>

Step 2: Select Certificate(s)
Use the following information to select the appropriate certificate title(s) and type:

<table>
<thead>
<tr>
<th>AREA OF INTEREST/CATEGORY:</th>
<th>Classroom Teacher</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUBJECT AREA:</td>
<td>Example: Mathematics</td>
</tr>
<tr>
<td>GRADE LEVEL:</td>
<td>Example: Adolescent- Grades 7-12</td>
</tr>
<tr>
<td>TITLE:</td>
<td>Example: Mathematics 7-12</td>
</tr>
<tr>
<td>TITLE(S):</td>
<td>Example: Initial Certificate</td>
</tr>
</tbody>
</table>

After you have selected your certificate title and type, you will have a list of “Pathways” with associated requirements. You must choose a Pathway to continue with the application process. Choose “Pathway: Approved Teacher Preparation Program.”

You want your application to be reviewed by NYSED, not by BOCES. Be sure to check the appropriate box.

If you are applying for the General Science Grades 7-12 Extension, Grades 5-6 Extension, or FLES (Foreign Languages Grades K-6) Extension, you will use the same program code as your initial certificate application, provided you have completed all the requirements while you were matriculated in the teacher preparation program. Please be sure to select “Pathway: Approved Teacher Prep Program” not “Pathway: Approved Teacher Prep Program – Additional Certificate.” If you apply for any additional teaching certificate(s), you will be applying via individual evaluation as there is no program code.

**You can only apply for one certificate at a time. However, you can pay for all the applications at the end.**

Enter the program code for the teacher preparation program you completed which can be found in Appendix A. Continue through the application, answering all required questions; sign the affidavit and application; and make your payment.
**IMPORTANT INFORMATION RELATED TO COVID-19**

1. **Emergency COVID-19 Certificate:** This certificate is available to candidates who are seeking certificates that require exam(s). Candidates must meet all certificate requirements except for exams to be eligible for this certificate.

   Candidates must apply for the non-emergency certificate or extension (initial or professional certificate) **AND** the Emergency COVID-19 certificate or extension on or before **September 1, 2021**. There is no fee for the Emergency COVID-19 certificate. Candidates must pay the application fee for the non-emergency certificate or extension. Effective May 13, 2021, the Emergency COVID-19 certificate is valid for two years.

   When candidates take and pass exams, the passing scores are posted in TEACH and the exam requirements are automatically marked as “Met” on the application of the certificate or extension sought. The non-emergency certificate will automatically be issued in TEACH when all exam requirements are met.

2. **edTPA Safety Net:** Candidates who complete a student teaching or similar clinical experience during the 2020-2021 or 2021-2022 academic year while enrolled in a New York State teacher preparation program may pass the ATS-W exam (Elementary or Secondary) by September 1, 2024 in lieu of the edTPA. Stony Brook University will submit a list of eligible candidates to the NYS Education Department.

   To take advantage of the edTPA safety net, the candidate must have a paid certification application, a college recommendation, and a passing ATS-W exam score. Once the candidate has this information in their TEACH account, they must send an email to examsafetynet@nysed.gov. The email must include the candidate’s full name as it appears on their TEACH account, either the candidate’s date of birth or last four digits of their social security number, and a request that the safety net be applied to their application. The subject line of the email should be edTPA Waiver Request. NYSED staff will verify whether the candidate’s name was submitted by Stony Brook University. If the candidate qualifies, the edTPA requirement on their application will be marked “Exempt.” If the candidate does not qualify, they will be notified via email.
Important Teacher Certification Information

1. **Graduation Clearance Process:** All students must apply for graduation regardless of whether or not they intend to walk in the commencement ceremony.
   - Undergraduate Students - The Teacher Certification Office will clear you for teacher preparation requirements and your major/minor department must clear you separately before the Registrar's Office conducts a final review for university requirements and awards your degree.
   - Combined Degree Students - Same as above. After your undergraduate degree is awarded by the Registrar's Office, the SPD Graduation Office will award your MAT degree.
   - MAT Students - The SPD Graduation Office will review and clear your degree.
   - MA TESOL Students – The Linguistics Department will submit documentation to the Graduate School who will then review your record and award your degree.

2. **College Recommendation Process:** All students will need to submit the online FERPA Form and pay the $90 fee before the Certification Officer can submit the institutional recommendation on TEACH. All students’ degrees must be awarded on SOLAR before a college recommendation can be posted on TEACH. We recommend candidates upon conferral of your degree. We do not require passing exam scores, as only NYSED requires them for issuing your certificate.

3. **NYSED TEACH Application Process:** All students must apply for their certificate(s) via their TEACH account and pay the application fee(s) online. It is $50 for each application completed through an approved teacher preparation program and $100 for any additional applications that you apply for via individual transcript evaluation. You may apply for your certificate(s) at any point during your last semester even if you have not completed all of the exam requirements.
   - For approved teacher preparation program candidates - NYSED will review and subsequently issue your certificate if you have applied and paid for the certificate application(s), Stony Brook University has submitted the college recommendation(s), you have passed all required exams, and your fingerprinting results are posted.
   - If you plan to apply for additional certificates, we recommend that you wait until your primary certificate is issued by NYSED before applying.

4. **Undergraduate candidates are recommended for an initial certificate only.** You must complete a functionally relevant master's degree with at least 12 graduate credits in your initial content area, obtain three years of teaching experience, and complete one year of mentoring to apply for your professional teaching certificate.

5. **Graduate candidates are recommended for both their initial and professional certificates.** The only requirements to obtain your professional teaching certificate is three years of teaching experience and one year of mentoring experience. In order to maintain your professional teaching certificate, you must complete 100 CTLE hours every five years.

6. **Initial certificates** are valid for five years. If you are unable to obtain the required three years of teaching experience (and/or master's degree) within this timeframe, you will need to apply for a time extension of your certificate. You will need to pay a $50 application fee and indicate why you are requesting an extension. Effective May 20, 2020, time extensions are granted once for three years.

7. **Related Science/Foreign Language Certificate:** NYSED will accept 6 credits from your primary certificate toward a related cognate certificate. For example, if your primary certificate is Biology, NYSED will only require 24 credits of Chemistry (instead of 30) and passing of the CST exam. You will need to submit all official transcripts for evaluation and apply without receiving a college recommendation.

8. **Additional Secondary Teaching Certificate:** You will need to have completed a minimum of 30 credits of content and pass the CST exam. You will need to apply via “Pathway: Additional Classroom Teaching Certificate.” You can
select either NYSED or your Regional BOCES Certification Office to review your application. There is a fee for BOCES to review your application. You will need to submit all official transcripts for evaluation to the appropriate office. It is recommended that you wait until NYSED issues your primary certificate before you apply for additional certificates.

9. **Supplemental Certificates**: A certificate of this type is issued to New York State certified classroom teachers to enable them to teach in a different subject area where a shortage exists. The district/employer must submit a recommendation in TEACH.

10. **Extensions Certificates**: Stony Brook University files a recommendation for the Grades 5-6 Extension Annotation certificate and the FLES (Grades 1-6 Foreign Language Extension Annotation) for those BA/MAT or MAT candidates who complete the required course(s) while matriculated in the program. If you complete one or both courses after you graduate, you will need to apply via individual evaluation and submit your official Stony Brook University transcript to NYSED or your local BOCES office for evaluation ($100 fee versus $50 if completed while in the MAT program).

11. **Out-of-State Teaching Verification Forms**: Stony Brook University will complete the appropriate state form and return it to you or the state education department requesting the form. Out-of-state experience will count toward your NYS professional teaching experience. We recommend that you maintain your NYS teaching certificate even if you move out of state in case you ever decide to move back to NYS, as the requirements are subject to change at any time.

12. **Teaching Experience Requirements**: Three years of full-time teaching experience is required for your professional certificate. Part-time and full-time experience counts. Substitute teaching also counts. Always keep your own records of your work experience. At the end of each school year, you may want to have the district/human resources office fill out the Work Experience Verification Form for you.

   Additional Considerations:
   - No more than 180 days of full-time experience will be counted in a calendar year.
   - Summer school experience will count as long as the above limit is not exceeded.

13. **Request for Letter of Completion**: You will need to complete this form if you need a letter for a prospective employer providing proof that you are on track for earning your degree and being recommended for your certificate.

14. **edTPA MMR (Multiple Measure Review Process)**: This waiver is available for those who score within two points of the passing score of the edTPA.

Do you have additional questions?

**Contact Information:**
School of Professional Development
Teacher Certification Office
2321 Computer Science Building
Stony Brook, NY 11794-4434
Tel: 631-632-7053
Fax: 631-982-7311
Email: spd_graduationandcertification@stonybrook.edu

Disclaimer – All information is accurate as of August 13, 2021. NYSED may make changes at any time so please check their website for updates periodically.
APPENDIX A
Award Title and Program Code and Title

These codes are for students completing the Initial/Professional Grades 7-12 programs in English, Languages other than English (Chinese, French, Italian, Japanese, Korean or Spanish), Math, Sciences (Biology, Chemistry, Earth Science, or Physics) and Social Studies or Initial/Professional (Pre-K – 12) TESOL.

Use the information below as relevant to your certification area. If you are applying for more than one certificate, including extensions, as applicable to the program in which you are enrolled and are completing, use the same award and program information for each certificate.

**Bilingual**
- **Award**: AGC
  - Program Code: 39167
  - Program Title: Bilingual Education Extension: Initial/Professional

- **Award**: AGC (CR-ITI BLECT)
  - Program Code: 40554
  - Program Title: Bilingual/Teacher Extension: Initial/Professional

**English**
- **Award**: BA
  - Program Code: 26317
  - Program Title: Adolescence Education: English, Initial

- **Award**: MAT
  - Program Code: 26318
  - Program Title: Adolescence Education: English, Initial/Professional Grades 5-6 Extension, Initial/Professional

- **Award**: BA in English + Teacher Preparation/MA in English (Accelerated Program)
  - Program Code: 30671
  - Program Title: Adolescence Education: English, Initial/Professional Grades 5-6 Extension, Initial/Professional (After completion of MA)

**English to Speakers of Other Languages (TESOL)**
- **Award**: BA
  - Program Code: 23619
  - Program Title: Linguistics: Teaching English to Speakers of Other Languages, Initial

- **Award**: MA
  - Program Code: 26320
  - Program Title: Teaching English to Speakers of Other Languages, Initial/Professional
Award: BA in Linguistics + Teacher Preparation/MA in TESOL (Accelerated Program only)
Program Code: 30677
Program Title: Teaching English to Speakers of Other Languages, Initial/Professional (After completion of MA)

Award: AGC (CR-ITI TSLCT)
Program Code: 40566
Program Title: Teaching English to Speakers of Other Languages, Initial/Professional

Foreign Languages
Chinese
Award: BA
Program Code: 33975
Program Title: Asian & Asian American Studies: Adolescence Education: Chinese 7-12, Initial

French
Award: BA
Program Code: 26322
Program Title: Adolescence Education: French, Initial

Award: MAT (Combined BA/MAT program only)
Program Code: 30674
Program Title: Adolescence Education: French, Initial/Professional 5-6 Extension, Initial/Professional

Award: MAT (Combined BA/MAT – TESOL and French only)
Program Code: 38003
Program Title: TESOL and French 7-12, Initial/Professional

Award: MAT
Program Code: 26323
Program Title: Adolescence Education: French 7-12, Initial/Professional 5-6 Extension, Initial/Professional LOTE Pre K-6 Extension, Initial/Professional

Italian
Award: BA
Program Code: 26326
Program Title: Adolescence Education: Italian 7-12, Initial

Award: MAT (Combined BA/MAT Program only)
Program Code: 30676
Program Title: Adolescence Education: Italian 7-12, Initial/Professional
5-6 Extension, Initial/Professional

Award: MAT (Combined BA/MAT – ESOL and Italian only)
Program Code: 38456
Program Title: TESOL and Italian 7-12, Initial/Professional

Award: MAT
Program Code: 26327
Program Title: Adolescence Education: Italian, Initial/Professional
5-6 Extension, Initial/Professional
LOTE Pre K-6 Extension, Initial/Professional

Japanese
Award: BA
Program Code: 33974
Program Title: Asian & Asian American Studies: Adolescence Education: Japanese 7-12, Initial

Korean
Award: BA
Program Code: 36589
Program Title: Asian & Asian American Studies: Adolescence Education: Korean 7-12, Initial

Spanish
Award: BA
Program Code: 26330
Program Title: Adolescence Education: Spanish 7-12, Initial

Award: MAT (Combined BA/MAT Program only)
Program Code: 30679
Program Title: Adolescence Education: Spanish 7-12, Initial/Professional
5-6 Extension, Initial/Professional

Award: MAT (Combined BA/MAT – TESOL and Spanish Program only)
Program Code: 38457
Program Title: TESOL and Spanish 7-12, Initial/Professional

Award: MAT
Program Code: 29539
Program Title: Adolescence Education: Spanish 7-12, Initial/Professional
5-6 Extension, Initial/Professional
LOTE Pre K-6 Extension, Initial/Professional

Mathematics
Award: BS
Program Code: 26321
Program Title: Adolescence Education: Mathematics, Initial

Award: MAT (Combined BS/MAT Program only)
Program Code: 31643
Program Title: Adolescence Education: Mathematics, Initial/Professional

Social Studies
Award: BA
Program Code: 26342
Program Title: Adolescence Education: Social Studies, Initial

Award: BA in History + Teacher Preparation/MA in History (Accelerated Program only)
Program Code: 31188
Program Title: Adolescence Education: History, Initial/Professional
5-6 Extension, Initial/Professional (After completion of MA)

Award: MAT (Combined BA/MAT Program only)
Program Code: 30675
Program Title: Adolescence Education: History, Initial/Professional
5-6 Extension, Initial/Professional

Award: MAT
Program Code: 26343
Program Title: Adolescence Education: Social Studies, Initial/Professional
5-6 Extension, Initial/Professional

Sciences:
Biology
Award: BS
Program Code: 26333
Program Title: Adolescence Education: Biology, Initial
General Science Extension, Initial

Award: MAT (Combined BS/MAT Program only)
Program Code: 31960
Program Title: Adolescence Education: Biology, Initial/Professional
General Science Extension, Initial/Professional
5-6 Extension, Initial/Professional

Award: MAT
Chemistry
Award: BS or BA
Program Code: 26337 (BA) or 26335 (BA)
Program Title: Adolescence Education: Chemistry, Initial
General Science Extension, Initial

Award: MAT (Combined BS/MAT Program only)
Program Code: 30672
Program Title: Adolescence Education: Chemistry, Initial/Professional
General Science Extension, Initial/Professional

Award: MAT
Program Code: 26338
Program Title: Adolescence Education: Chemistry, Initial/Professional
General Science Extension, Initial/Professional

Earth Science
Award: BA or BS
Program Code: 26339 (BA) or 26340 (BS)
Program Title: Adolescence Education: Earth Science, Initial
General Science Extension, Initial

Award: MAT (Combined BA/MAT Program only)
Program Code: 30673
Program Title: Adolescence Education: Earth Science, Initial/Professional
General Science Extension, Initial/Professional

Award: MAT
Program Code: 26341
Program Title: Adolescence Education: Earth Science, Initial/Professional
General Science Extension, Initial/Professional

Physics
Award: BS
Program Code: 26331
Program Title: Adolescence Education: Physics, Initial
General Science Extension, Initial
Award: MAT (Combined BS/MAT Program only)
Program Code: 30678
Program Title: Adolescence Education: Physics, Initial/Professional
General Science Extension, Initial/Professional
5-6 Extension, Initial/Professional

Award: MAT
Program Code: 26332
Program Title: Adolescence Education: Physics, Initial/Professional
General Science Extension, Initial/Professional
5-6 Extension, Initial/Professional

Speech Language Pathology
Award: MS
Program Code: 39176
Program Title: Speech/Language Disability, Initial/Professional
Bilingual/Teacher Extension, Initial/Professional