CERTIFICATE PROGRAMS: Foreign Language (Spanish, Italian, French, Chinese, Korean, Japanese), Social Studies, English, Math, Sciences (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.  
   **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. 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 University  
   Stony Brook, NY 11794-4434  
   *Include last 4 digits of zip code*

3. 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.

4. All teacher candidates must prove that they have satisfied the Child Abuse Education, Substance Abuse, the Identification and Prevention of School Violence and DASA as they are a requirement for graduation clearance. Students who take these workshops outside of Stony Brook must provide a copy of the certificate of completion only if they are 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 by the Testing Agency and the Division of Criminal Justice Services for purposes of Initial Teacher Certification.

6. Passing test scores posted on our TEACH account for the EAS, edTPA and CST are a requirement for your license to be issued by NYSED.

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 certification. You must follow up on the status of your application through the TEACH website.

8. If you are also applying for any additional licenses 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 license for which you are applying.

9. Those students receiving a Master of Arts in TESOL or a Master of Arts in Teaching Degree must retain this packet for future use. Your Program Code will be required when you file for your Professional License as well.
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 for the program you are graduating from</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”.

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 license 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 Teacher Certification Information

1. **Graduation Clearance Process** - All students must apply for graduation - regardless of whether they intend on walking at the commencement ceremony
   - Undergraduate students - The Teacher Certification Office will clear you for teacher prep and your major/minor departments must clear you separately before the Registrar's Office will award the degree.
   - Combined Degree Students - Same as above. After your undergraduate degree is awarded by the Registrar’s Office then the SPD Graduation Office will award your MAT degree.
   - MAT Students - The SPD Graduation Office will vet and clear your degree.
   - MA TESOL Students – The Linguistics department will submit documentation to the Graduate School who will then clear your degree.

2. **College Recommendation Process** - All students will need to submit the **FERPA release forms** located at the end of the TEACH packet and $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 licenses via their TEACH account and pay the application fees online. It is $50 for each application completed through an approved teacher preparation program and $100 for any additional applications that you apply via individual transcript evaluation. You may apply for your licenses 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 license if you have applied and paid for the certificate application(s), we submitted the college recommendation(s) and you have passed all the required exams and your fingerprinting are all posted.
   - If you plan on applying for additional licenses we recommend that you wait until after your primary license is issued by NYSED to apply.

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

5. **Graduate candidates are recommended up front for both their initial and professional licenses.** The only requirement to obtain your professional teaching license is three years of teaching experience the first of which includes mentoring experience. In order to maintain your professional teaching license you need 100 CTELE hours every five years.

6. **Initial licenses** - Valid for five years. If you are unable to obtain the required three years of teaching experience (and/or master's degree) within this time frame you will need to apply for a time extension of your license. You will need to pay a $50 application fee and indicate why you are requesting an extension. Effective March 14, 2017 time extensions are granted for three years.

7. **Related Science/Foreign Language License** - NYSED will accept 6 credits from your primary license towards a related cognate license. For example if your primary license 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 certifications** – You will need to have completed at minimum 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. You will need to submit all official transcripts for evaluation to the appropriate office. It is recommended that wait until NYSED issues your primary license before you apply for additional licenses.

9. **Supplemental Licenses** – 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 Licenses** – Stony Brook University recommends for the Grades 5-6 Extension Annotation license or the FLES (Grades 1-6 Foreign Language Extension Annotation) for those BA/MAT or MAT candidates who complete both courses 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).

11. **Out-of-State Teaching Verification Forms** - Stony Brook University will sign off on the appropriate state form and return to you or the state education department requesting the form. Out-of-state experience will count towards your NYS professional teaching experience – it is a good idea to maintain your license even if you move out of state in case you ever decide to move back to NYS as the requirements may be subject to change at any time.

12. **Teaching Experience Requirements** - part-time/full-time experience all counts. Substitute teaching also counts. Always keep your own records of your work experience. You may even want to at the end of each school year 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** – 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 license.

14. **edTPA MMR (Multiple Measure Review Process)** – 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: 631-632-7055
Fax: 631-982-7311
Email: spd_graduationandcertification@stonybrook.edu

Disclaimer – All information is accurate as of October 11, 2019. NYSED may make changes at any time so please check their website for updates periodically.
APPENDIX A
Award Title and Program Title/Code

These codes are for students completing the Initial/Professional Grades 7-12 program 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. For students completing initial/professional programs, use the below information 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/PROF

**English**

AWARD: BA  
PROGRAM CODE: 26317  
PROGRAM TITLE: ADOLESCENCE EDUCATION: ENGLISH, INITIAL

AWARD: MAT  
PROGRAM CODE: 26318  
PROGRAM TITLE: ADOLESCENCE EDUCATION: ENGLISH, INITIAL/PROF

**English to Speakers of Other Languages (TESOL)**

AWARD: BA  
PROGRAM CODE: 26319  
PROGRAM TITLE: LINGUISTICS, INIT

AWARD: MA  
PROGRAM CODE: 26320  
PROGRAM TITLE: TEACHING ENGLISH TO SPEAKERS OF OTHER LANG, INITIAL/PROF

**Foreign Languages:**

**Chinese**

AWARD: BA  
PROGRAM CODE: 33975  
PROGRAM TITLE: ASIAN & ASIAN AMER STU: AD ED: CHINESE, INITIAL

**French**

AWARD: BA  
PROGRAM CODE: 26322  
PROGRAM TITLE: ADOLESCENCE EDUCATION: FRENCH, INITIAL

AWARD: MAT  
PROGRAM CODE: 30674 (Combined BA/MAT program only)  
PROGRAM TITLE: ADOLESCENCE EDUCATION: FRENCH, INITIAL/PROF

AWARD: MAT  
PROGRAM CODE: 38003 (COMBINED BA/MAT – ESOL and FRENCH ONLY)  
PROGRAM TITLE: ESOL AND FRENCH 7-12. INITIAL/PROF

AWARD: MAT  
PROGRAM CODE: 26323  
PROGRAM TITLE: ADOLESCENCE EDUCATION: FRENCH, INITIAL/PROF
**Italian**

- AWARD: BA
  - PROGRAM CODE: 26326
  - PROGRAM TITLE: ADOLESCENCE EDUCATION: ITALIAN, INITIAL

- AWARD: MAT
  - PROGRAM CODE: 30676 (Combined BA/MAT program only)
  - PROGRAM TITLE: ADOLESCENCE EDUCATION: ITALIAN, INITIAL/PROF

- AWARD: MAT
  - PROGRAM CODE: 38456 (COMBINED BA/MAT – ESOL and ITALIAN ONLY)
  - PROGRAM TITLE: ESOL AND ITALIAN 7-12. INITIAL/PROF

- AWARD: MAT
  - PROGRAM CODE: 26327
  - PROGRAM TITLE: ADOLESCENCE EDUCATION: ITALIAN, INITIAL/PROF

**Japanese**

- AWARD: BA
  - PROGRAM CODE: 33974
  - PROGRAM TITLE: ASIAN & ASIAN AMER STU: AD ED: JAPANESE, INITIAL

**Korean**

- AWARD: BA
  - PROGRAM CODE: 36589
  - PROGRAM TITLE: ASIAN & ASIAN AMER STU: AD ED: KOREAN, INITIAL

**Spanish**

- AWARD: BA
  - PROGRAM CODE: 26330
  - PROGRAM TITLE: ADOLESCENCE EDUCATION: SPANISH, INITIAL

- AWARD: MAT
  - PROGRAM CODE: 30679 (Combined BA/MAT program only)
  - PROGRAM TITLE: ADOLESCENCE EDUCATION: SPANISH, INITIAL/PROF

- AWARD: MAT
  - PROGRAM CODE: 3838457 (COMBINED BA/MAT – ESOL and SPANISH ONLY)
  - PROGRAM TITLE: ESOL AND SPANISH 7-12. INITIAL/PROF

- AWARD: MAT
  - PROGRAM CODE: 29539
  - PROGRAM TITLE: ADOLESCENCE EDUCATION: SPANISH, INITIAL/PROF

**Mathematics**

- AWARD: BS
  - PROGRAM CODE: 26321
  - PROGRAM TITLE: ADOLESCENCE EDUCATION: MATHEMATICS, INITIAL

- AWARD: MAT
  - PROGRAM CODE: 31643 (Combined BS/MAT Program only)
  - PROGRAM TITLE: ADOLESCENCE ED: MATHEMATICS, INITIAL/PROF

- AWARD: MAT
  - PROGRAM CODE: 28197
  - PROGRAM TITLE: ADOLESCENCE EDUCATION: MATHEMATICS, INITIAL/PROF

**Social Studies**

- AWARD: BA
  - PROGRAM CODE: 26342
  - PROGRAM TITLE: ADOLESCENCE EDUCATION: SOCIAL STUDIES, INITIAL
AWARD: MAT
PROGRAM CODE: 30675 (Combined BA/MAT program only)
PROGRAM TITLE: ADOLESCENCE EDUCATION HISTORY, INITIAL/PROF

AWARD: MAT
PROGRAM CODE: 26343
PROGRAM TITLE: ADOLESCENCE EDUCATION: SOCIAL STUDIES, INITIAL/PROF

**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, INITIAL/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 INITIAL/PROF

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

AWARD: MAT
PROGRAM CODE: 26332
PROGRAM TITLE: ADOLESCENCE EDUCATION: PHYSICS, INITIAL/PROF
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; 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, School Violence Prevention Training or Dignity for All Students Act (DASA) and any other records deemed necessary for this recommendation.

(2) To whom the records should be released
NYSED Office of Teaching Initiatives, including via electronic submission on the TEACH system.

(3) 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.

TO BE COMPLETED BY THE 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, 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, email attachment or fax copy of this form be accepted with the same authority as the original.

_________________________________________________________ ______________________________
Candidate’s 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 certification area(s). Check all that apply through your SBU “registered and approved” program (all other applications must be vetted via “alternate route”—individual transcript evaluation) filing directly to NYSED.

Please check Stony Brook pathway:

_____ Bachelor’s degree  ______ Combined Bachelor’s/MAT  ______ Master of Arts or 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 alternate route transcript review.

<table>
<thead>
<tr>
<th>Sciences</th>
<th>Foreign Languages:</th>
<th>Extensions:</th>
</tr>
</thead>
<tbody>
<tr>
<td>English, 7-12</td>
<td>French, 7-12</td>
<td>General Sciences, 7-12</td>
</tr>
<tr>
<td>T. E.S.O.L., Pre K-12</td>
<td>Italian, 7-12</td>
<td>Grades 5-6</td>
</tr>
<tr>
<td>Mathematics, 7-12</td>
<td>Spanish, 7-12</td>
<td>FLES (K-6) – Foreign Language</td>
</tr>
<tr>
<td>Social Studies, 7-12</td>
<td>Chinese, 7-12</td>
<td>Bilingual Education</td>
</tr>
<tr>
<td>Biology, 7-12</td>
<td>Japanese, 7-12</td>
<td></td>
</tr>
<tr>
<td>Chemistry, 7-12</td>
<td>Korean, 7-12</td>
<td></td>
</tr>
<tr>
<td>Earth Sciences, 7-12</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physics, 7-12</td>
<td></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 workshops that are not posted. Completion of all four workshops are a graduation requirement for all Stony Brook University teacher preparation programs.

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

Workshops: _______ Child Abuse _______ Substance Abuse _______ School Violence _______ DASA

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Internal Use Only:

Degree Conferral Date: ________________________________

Degree Program Awarded: ________________________________

Type of Degree Awarded: UG _______ Grad _______ Combined _______

License Recommended: Initial only _______ Initial and Professional _______

Extensions Recommended: Gen. Science _______ FLES _______ 5-6 _______ Bilingual _______

Recommendation(s) Processed Date: ____________________ by: ________________________

Updated 11/13/19 by RL