

STUDENT APPLICATION INFORMATION SHEETS

CERTIFICATE PROGRAMS: **Educational Leadership/School District Business Leadership**

____1. In the semester you are enrolled in your last course you must **apply for graduation on SOLAR** according to the dates stated on the Registrar's [Academic Calendar](#).

**Please note that filing for graduation and filing for certification are two independent processes; you are required to do both. Please visit:

<https://www.stonybrook.edu/commcms/spd/academics/graduation.php> for information about graduation. **

____2. 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.

____3. You will need to fill out the [SPD's online FERPA form](#) and pay the \$90 fee before the Teacher Certification Office can submit your TEACH recommendation(s).

____4. Candidates for all certifications must prove that they have satisfied the Child Abuse Education ([became a requirement in 2001](#)), the Identification and Prevention of School Violence ([became a requirement in 2001](#)) and [DASA \(became a requirement effective 12/31/2013\)](#) requirements. Students who take these courses outside of Stony Brook must provide proof that these courses were completed if they are not posted on your TEACH account. 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.

____5. 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/tsei/ospra/form.html>

____6. Test scores on the **SBL, SDL, SDBL and EAS** will be sent directly to NYSED by the Testing Agency for purposes of SBL/SDL or SDBL Certification. There is no need to include these with your application.

____7. ONLY once your degree has been posted, your online FERPA form and \$90 processing fee and proof of your required seminars are received, the Teacher Certification Office will enter a recommendation on your behalf to NYSED through the TEACH System. NYSED will pair this recommendation with your online application and the other supporting documentation that is required for issuance of certification and resulting license.

NOTE: Paper Certificates will no longer be printed for the Initial certificates. Access to your certificate will be through the TEACH web site only.

New York State Administrative Certification Instructions

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

First: Create User Login and Password (If you have not already done so)

In order to apply online, you will enter TEACH online services via the Office of Teaching Initiatives Web site at www.highered.nysed.gov/tcert and create a TEACH login and password at the New York State Directory Services site. Instructions are provided as you go through this process. Once you have created your login and password this step is completed and you never have to repeat this process (unless you forget your password).

Second: Create TEACH Account & Complete the Application

Step 1: Create/Update Applicant Profile

Enter/Update your personal information

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

- 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.

- All Other Programs and Coursework - Including High School

Approved New York Teacher Certification Program

Required fields are marked with an asterisk (*)

*Institution	SUNY STONY BROOK
Award Title	ADVANCED CERTIFICATE
Program	31598 - EDUCATIONAL LEADERSHIP
Major	Educational Leadership
Date Degree Received	<input type="text"/> (mm/dd/yyyy)
*Attended From	<input type="text"/> If you do not know the exact dates of attendance, please enter the first day of the month. (mm/dd/yyyy)
*Attended To	<input type="text"/> If you do not know the exact dates of attendance, please enter the first day of the month. (mm/dd/yyyy)
*Number of Credits	36

Step 2: Select Certificate(s)

You can only apply for one certificate at a time – however you can pay for all the applications at the end.

Continue through the application answering all required questions; sign the affidavit and pay the application fee.

NYSED Certification Information

For both the School Building Leadership and School District Leadership licenses NYSED requires verification of three years of teaching or pupil personnel experience (not what you self-reported in your application on TEACH). Your school district official can submit the [NYSED Verification of Experience form](#) and submit it directly to NYSED or they can submit a Superintendent's Statement.

Program Codes:

School Building Leader Initial/Professional: **31598**

School District Leader Professional: **31598**

School District Business Leader Professional: 29335

The **School Building Leadership initial license** NYSED requires verified proof of your Master's degree. We advise that you check your TEACH account (Account Inquiry – Education – Verified Education) to see if it posted. If not, you will need to request an official transcript to be sent to NYSED. ***This license is valid for five years – in which you must obtain three years of school building leadership experience before you can apply for the professional license.*** Please keep this packet so that you enter the program code (**31598**) for when you are ready to apply for the license.

The **School District Leadership professional license** NYSED requires verified proof of 60 graduate credits. You will need (most likely) to submit your official final Stony Brook University transcript (and possibly your Master's degree transcript if they do not have it) to NYSED – so they can update your TEACH account.

The **School District Business Leadership professional license** NYSED requires verified proof of 60 graduate credits. You will need to submit your official final Stony Brook University transcript and your Master's degree transcript if they do not have it to NYSED – so they can update your TEACH account.

To view the application status of your certificates on TEACH (Account Inquiry – Certificates – Applications – Evaluation History (View Evaluation History))

*Please note that it is the student's responsibility to make sure that have met all of NYSED's license requirements and that they are on file. Our office **ONLY** handles the electronic college recommendation.* For the most up-to-date license requirements please refer to NYSED website at <http://eservices.nysed.gov/teach/certhelp/CertRequirementHelp.do>.

Contact Information:

New York State Education Department
Office of Teaching Initiatives, 5N-EB
89 Washington Avenue
Albany, NY 12234
Phone: 518-474-3901
Email: tcert@nysed.gov

Stony Brook University
Certification Office
2321 Computer Science Building
Stony Brook, NY 11794-4434
Phone: 631-632-7055
Email: spd_graduationandcertification@stonybrook.edu

