STUDENT APPLICATION INFORMATION SHEETS

CERTIFICATE PROGRAMS: Educational 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. 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, NY11794-4434 *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. 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 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

7. 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.

8. ONLY once your degree has been posted, your authorization paperwork (the last two pages of this packet), associated fees 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 Teacher 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](http://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

**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-report 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 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](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
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; administrative internship placements; general assessment of performance of student in the program; workshop participation for Identification of Child Abuse, School Violence Prevention Training or 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 of 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 certification

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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 SBL/SDL/SDBL 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
(over)
Verification of Intent to Apply for an Initial Administrative Certificate

I, _______________________________________ (Last, First, Middle), intend to apply for an initial administrative certificate in the following certification area(s).

**Stony Brook Pathway: (Please choose the appropriate one)**
Post Master’s Advanced Graduate Certificate in Educational Leadership (SBL/SDL) _____________
Post Master’s Advanced Graduate Certificate in School District Business Leadership (SDBL) __________

Semester AND Year of Graduation: ________________________

I attest that all requirements below have been completed or will be completed for graduation clearance. If you completed an approved teacher preparation program and received a college recommendation then you are not required to provide proof of completion of the workshops – Child Abuse became a NYSED requirement January 1989, School Violence in May 2001 and DASA 12/31/2013. If you completed a teacher preparation program after one of more the workshops became a NYSED requirement and did not receive any other licenses since then then you will need to provide proof of completion of each one if it is not posted on your TEACH account.

(Please circle) Workshop Completion  Child Abuse  School Violence  DASA

**School Building Leadership Initial License:** We will recommend for this license once your degree is conferred – even if you have not yet taken both parts of the exam. NYSED will only issue this license upon completion of all license requirements (including passing the EAS and SBL Part I and Part II Exams, official Master’s degree transcript, and proof of 3 years of teaching/pupil personnel experience).

**School District Leadership Professional License:** We will recommend for this license once you degree is conferred AND you have passed both parts of the exam. NYSED will only issue this license upon completion of all license requirements (including passing the EAS exam, official graduate transcripts showing completion of 60 graduate credits, and proof of 3 years of teaching/pupil personnel experience).

**School District Business Leadership Professional License:** NYSED will issue the license upon completion of all program requirements including official transcripts showing proof of completion of 60 graduation credits and passing both parts of the SDBL exam.

**Internal Use Only:**

Degree Conferral Date: ________________________

Degree Program Awarded: EDL □  SDBL □

License Recommended: SBL only _____________ SBL and SDL _______________ SDBL ____________

Recommendation(s) Processed Date: ________________________

Processed by: ______________________________________

Updated 11/13/19 by RL