



## School District Business Leader - Professional

# Student Application Information Sheet

New York State Teacher Certification

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

### **First: Create User Login and Password**

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: Creating a TEACH Account & Completing the Application**

#### **Step 1: Create Applicant Profile**

Enter your personal information and preferences (such as opting to be included in the statewide teacher clearinghouse or having most correspondence from us transmitted via email).

**Use the following information **supplied by your institution** to complete the Self-Reported education portion of the online application:**

**Institution Name:** College of Saint Rose  
**Award Title:** Master of Science in Education **or** Advanced Certificate  
**Program:** For MSED select: 32729 – School District Business Leader  
For Ad. Cert. select: 36545 – School District Business Leader  
**Major:** Education  
**Date Degree Received:** Enter Date of Degree Completion (ie. 12/16/2006)  
**Date Attended From:** *If you do not know the exact dates of attendance, please enter the first day of the month. If*  
**Date Attended To:** *you do not know the exact dates of attendance, please enter the first day of the month.*  
**Number of Credits:** If Known – Not Required

#### **Step 2: Select Certificate(s)**

##### **A. Use the following information to select the appropriate certificate title and type:**

- Select your Area of Interest: **Administration and Pupil Personnel Services**
- Select your Subject Area: **School Administration and Supervision**
- Select the Grade Level: **PreK-12 – All grades**
- Select the Title: **School District Business Leader**
- Select the Type of Certificate: **Professional Certificate**

**B. 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 the radio button, **Pathway: Approved Teacher Preparation Program**  
(If you hold another certificate, choose the radio button, **Pathway: Approved Teacher Preparation Program - Additional Certificate**)

**Continue** through the application answering all required questions; sign the affidavit and application; and make your payment. You may pay online using a credit card **or** print out the payment coupon and mail in a US Postal Money Order.

***Need help?***

Problems completing your application?

**Institution Contact Info:**

**The College of Saint Rose  
Registrar's Office  
Certification@strose.edu**

Problems using TEACH?

**New York State Education Dept. Contact Info:**

**Technical support available** to you by telephone Monday – Friday from 8:00 a.m. until 5:00 p.m. at (518) 486-6041. **Web:**  
<https://portals.nysed.gov/tcert/technical.htm>

Note: You may need to submit your transcripts as proof of having 60 graduate credits, a requirement for certification.