

ABBREVIATED CERTIFICATION APPLICATION PROCEDURES

CERTIFICATE PROGRAMS: **Educational Leadership**

1. You must **file for graduation** in a timely fashion even if you will not be attending the ceremony. ***Please note that filing for graduation and filing for certification are two independent processes; you are required to do both. Please visit: <http://www.stonybrook.edu/spd/current/graduation.html> for information about graduation. ***
2. Complete the **Official Release Form and Required Information Sheet (double-sided form)** found at the end of this packet. Please send 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 your license(s). Follow the instructions on the following pages. The TEACH online system is *your* direct access to your professional profile with NYSED. We encourage you to monitor this web site frequently.
4. You may apply for your license(s) prior to graduation, however your Stony Brook recommendation and ultimately your certificate, cannot be awarded until your degree posts to your transcript. To verify if your degree has posted, you may check your unofficial transcript on SOLAR. To verify your certificate(s) have been awarded you may check TEACH.
5. 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.** 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.
6. Test scores will be sent directly to NYSED by the Testing Agency purposes of initial/professional Certification. There is no need to include these with your application. Be certain that testing requirements for the **SDL and SBL** have been completed prior to application.
7. **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. **If you have not passed the SDL exam our office will only be able to recommend you for the SBL license (even if you have not passed this exam). Then when you do pass the SDL exam it is your responsibility to notify this office so we can recommend you for this license.**
8. For the **SDL** license NYSED requires verified proof of 60 graduate credits. You will need to request an official SBU transcript (after your degree is posted or you may request that the transcript be sent only once the degree is awarded in SOLAR) and have it sent to NYSED. You will also want to check your TEACH account to see if they have received your official Master's degree transcript.

NOTE: Only Professional license certificates will be mailed directly from NYSED to you in the name under which you have filed and at the address you note in your online application through TEACH. Initial Certificates can only be verified via the TEACH system.

I am a Student in the Post-Master's Advanced Graduate Certificate in Educational Leadership. How do I file for the SDL and SBL Certifications through Stony Brook University's Institutional Recommendation on the TEACH Online Web-site? You must apply for **each license as a separate transaction.**

Please follow the below steps:

1. Go to the following Web site: <http://www.highered.nysed.gov/tcert/teach/index.html>
Click on "Login to TEACH" on the right if you already have a TEACH Online account. If you do not remember your password, click on the "I forgot my password" link on the next Web page. If that doesn't work, please call **(518) 486-6041**. **DO NOT CREATE A DUPLICATE ACCOUNT**. Click on "Self Registration" (on the right) if you do not already have a TEACH Online account and follow the instructions for setting up a TEACH Online account.
2. After you enter your username and password (and are logged in), click on the "Teach Online Services" link (blue panel).
3. Click on "Apply for Certificate".
4. Click on "Next" on the lower right (grey panel).
5. Click on "Edit Education Info" (grey panel near right-center of Web page)
6. On the very top of the screen, you will see the below statement:



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.

Make sure the dot to the left of this statement is checked off when you enter the program information for the Educational Leadership Program that you are currently finishing at Stony Brook University.

7. On the pull-down menus select the following:
 - a. "Institution" select "Stony Brook University";
 - b. "Award Title" select "Advanced Certificate";
 - c. "Program" select "31598 – Educational Leadership";
 - d. "Major" select "School Leadership."
 - e. "Date Degree Received" type in the graduation date for the term you are currently enrolled in
 - i. *(To see what the graduation date is, on a separate web-browser go to www.stonybrook.edu/spd and click on the academic calendar for the current term on the right side of the web-page. The graduation date would be the date of the graduation ceremony).*
 - f. "Attended From" type in the month, day, and year you started the EDL Program at Stony Brook.
 - g. "Attended To" type in the date you will be graduating from the EDL Program.

h. "Number of Credits" type 36. (See Next Page)

Enter/Edit Education Information

Enter information about your academic history. The information you provide is subject to verification.

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All Other Programs and Coursework

*Institution :

Award Title :
Provided by your college/university on the Student Application Information Sheet

Program :
Provided by your college/university on the Student Application Information Sheet

*Major :
Provided by your college/university on the Student Application Information Sheet

Date Degree Received: (mm/dd/yyyy)

*Attended From : (mm/dd/yyyy) *If you do not know the exact dates of attendance, please enter the first day of the month.*

*Attended To : (mm/dd/yyyy) *If you do not know the exact dates of attendance, please enter the first day of the month.*

Number of Credits :

8. Click on the "Add" (gray) button on the right. You will see your current Stony Brook Program listed at the bottom of the web-page. It will look similar to the following:

	College/University	Location	Award Title/Degree	Major	From	To	Date Degree Received
	SUNY STONY BROOK	NY	ADV CRT	School Leadership	09/01/2004	08/17/2007	08/17/2007

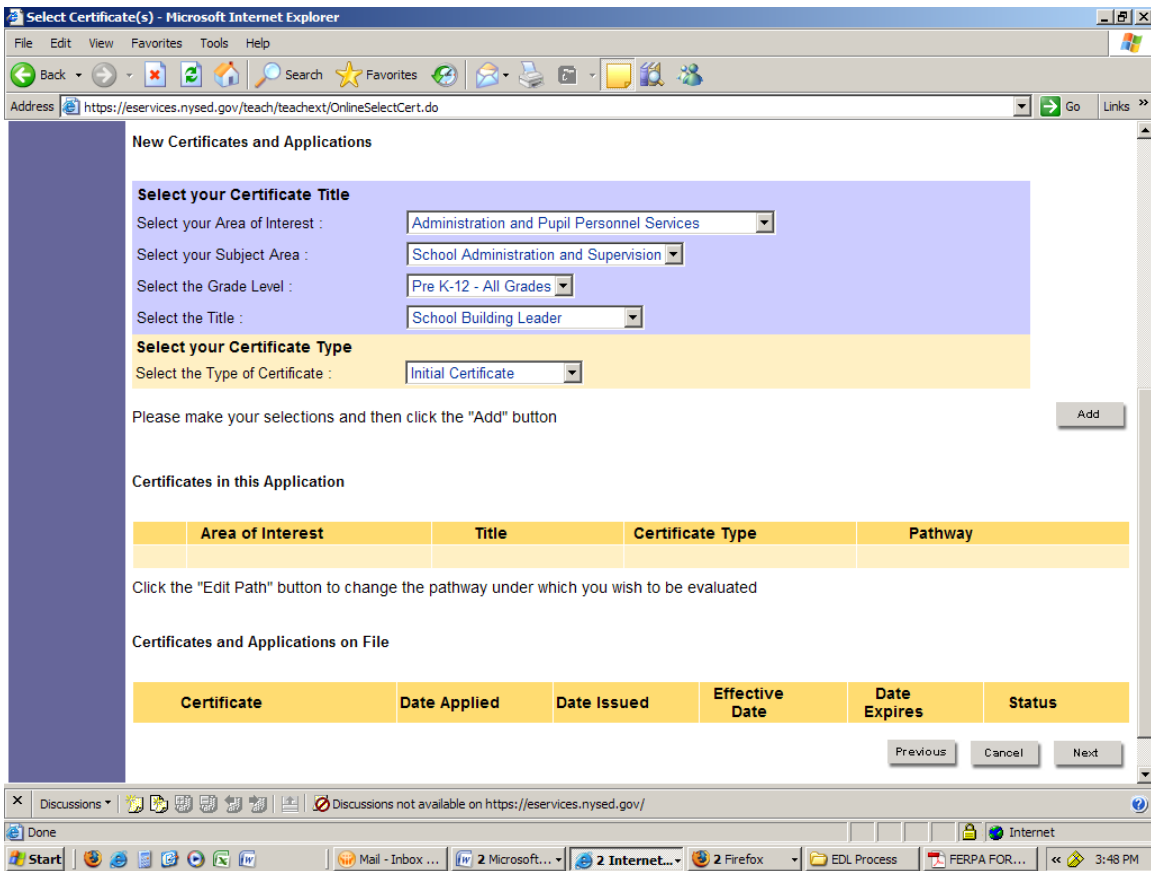
9. Scroll back up to the top of the web-page. This time, you will want to select the dot to the left of the following statement:



All Other Programs and Coursework

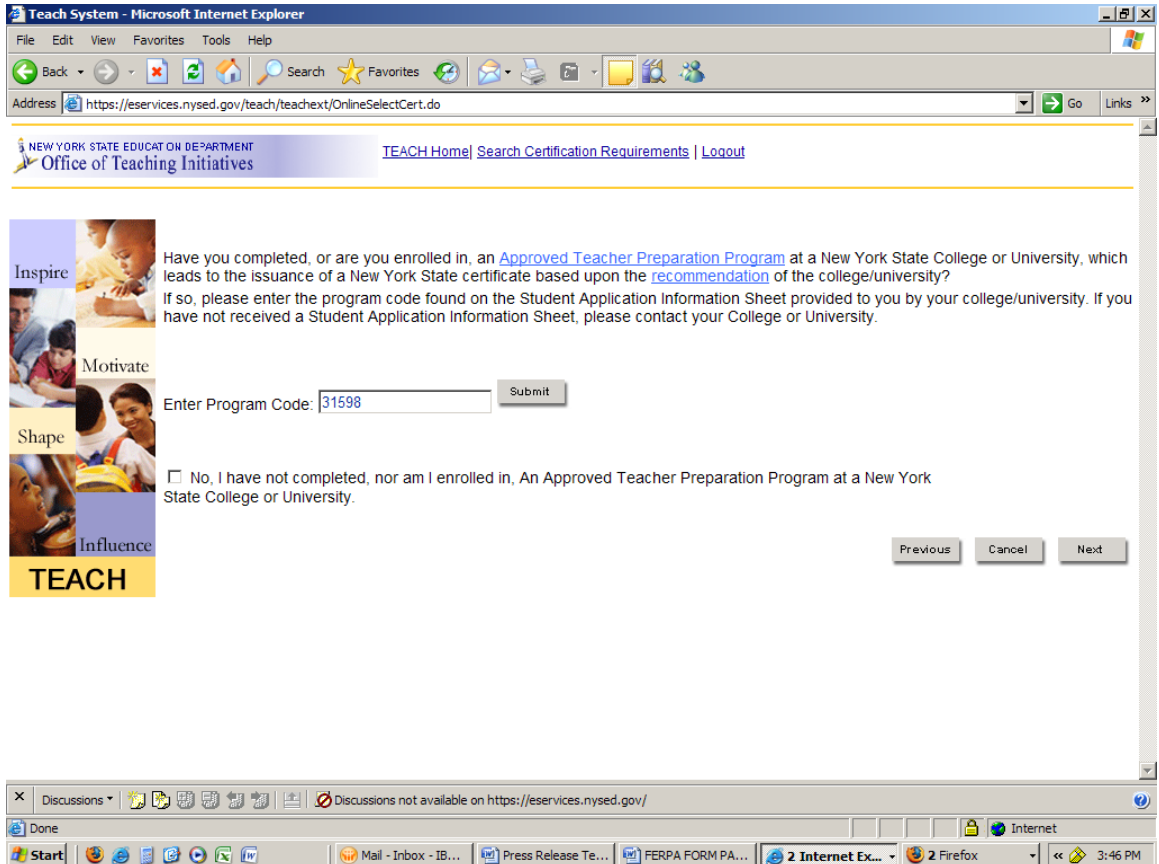
Enter the Education information for all of the college/university programs that you completed *prior* to Stony Brook University's Educational Leadership Program. Click on the gray "Add" button on the right after adding each school/program you attended. Make sure the "All other programs and coursework" dot is selected at the top of the web-page when doing so.

10. When finished entering all other college/university programs and coursework, click on "Done" (gray button) on the lower right of the web-page.
11. Click on "Edit Employment History". Enter your employment history. Click on the gray "Add" button on the lower left after each entry. When you are finished, click on the gray "Done" button on the lower right.
12. Click on the "Next" button on the lower right.
13. To first add the School Building Leader (SBL) Certification, select the following from the pull-down menus:
 - a. "Area of Interest" select "Administration and Pupil Personnel Services";
 - b. "Subject Area" select "School Administration and Supervision";
 - c. "Grade Level" select "All Grades";
 - d. "Title" select "School Building Leader";
 - e. "Type of Certificate" select "Initial." (see below)



14. Click on “Add” on the right (grey button).

15. You will be taken to a new page that asks for your program code, enter: 31598 and click submit.



16. This will take you to a new page; select the SBL Program that is shown.

NEW YORK STATE EDUCATION DEPARTMENT
Office of Teaching Initiatives

TEACH Home | Search Certification Requirements | Logout

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Have you completed, or are you enrolled in, an [Approved Teacher Preparation Program](#) at a New York State College or University, which leads to the issuance of a New York State certificate based upon the [recommendation](#) of the college/university?
If so, please enter the program code found on the Student Application Information Sheet provided to you by your college/university. If you have not received a Student Application Information Sheet, please contact your College or University.

Enter Program Code:

Select	Institution	Award Title	Program Title	TEACH Title
<input checked="" type="checkbox"/>	SUNY STONY BROOK	ADVANCED CERTIFICATE	EDUCATIONAL LEADERSHIP	School Building Leader - Initial Certificate

No, I have not completed, nor am I enrolled in, An Approved Teacher Preparation Program at a New York State College or University.

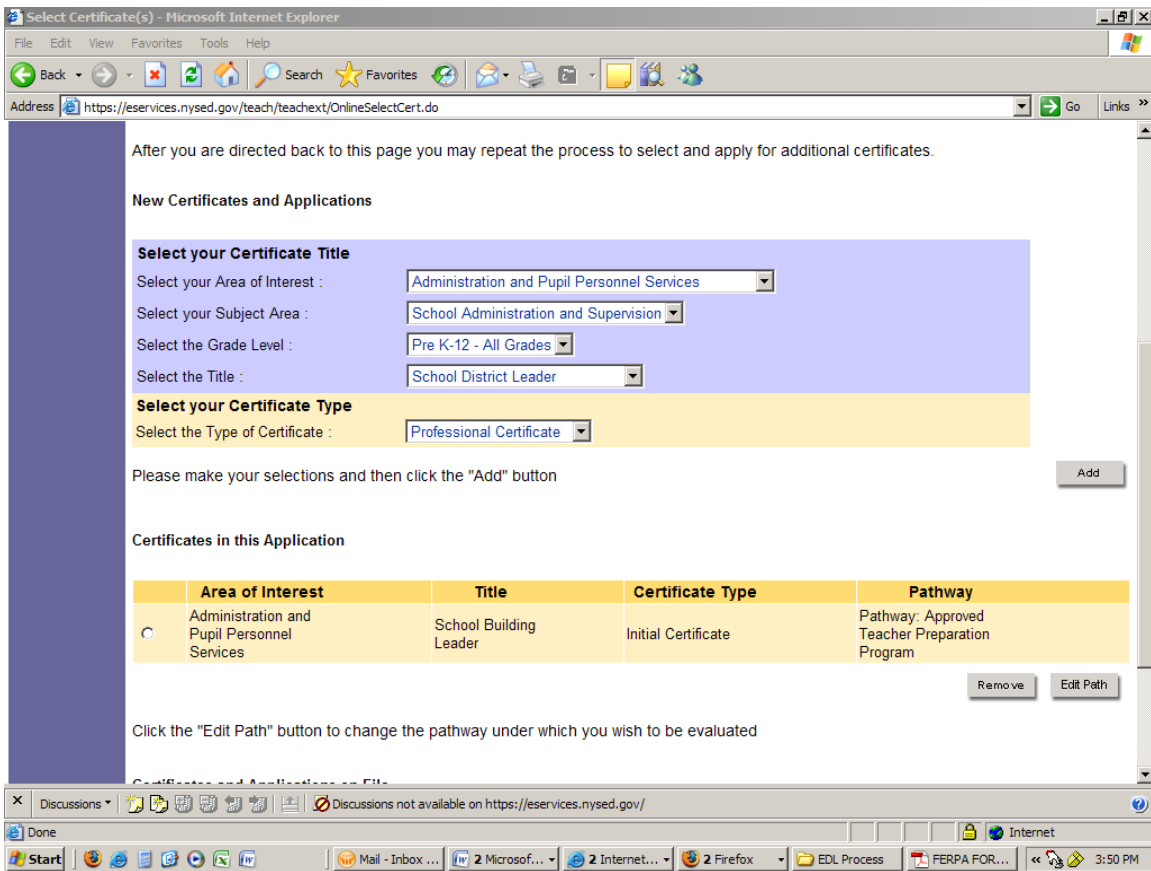
Done eservices.nysed.gov

Start | Teach Sys... | Mail - Inbox... | Calculator | Employee-f... | EDL Process | FERPA FOR... | 10:01 AM

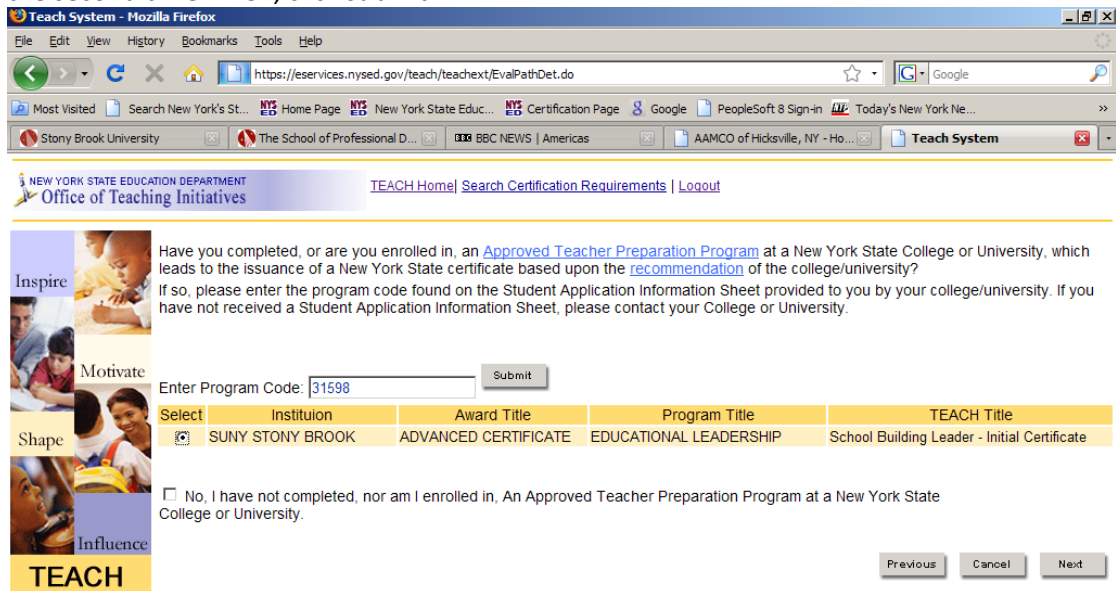
17. Click on “Next” on the lower right.

18. You will need to repeat the process for each license application:

- Next to “Area of Interest” select “Administration and Pupil Personnel Services”;
- “Subject Area” select “School Administration and Supervision”;
- “Grade Level” select “All Grades”;
- “Title” select “School **District** Leader”;
- “Type of Certificate” select “**Professional.**”
- Click Add; then click Next.



19. You will be asked to enter the program code again, please enter the 31598 number for the second time. Then, click submit:



20. You will now select the SDL certificate you are applying for and click next:

Teach System - Microsoft Internet Explorer

Address: https://eservices.nysed.gov/teach/teachext/EvalPathDet.do

NEW YORK STATE EDUCATION DEPARTMENT
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If so, please enter the program code found on the Student Application Information Sheet provided to you by your college/university. If you have not received a Student Application Information Sheet, please contact your College or University.

Enter Program Code:

Select	Institution	Award Title	Program Title	TEACH Title
<input checked="" type="radio"/>	SUNY STONY BROOK	ADVANCED CERTIFICATE	EDUCATIONAL LEADERSHIP	School District Leader - Professional Certificate

No, I have not completed, nor am I enrolled in, An Approved Teacher Preparation Program at a New York State College or University.

21. This will take you back to the application page; you should now see both Certificates listed on the web-page. Click next.

Select Certificate(s) - Microsoft Internet Explorer

Address: https://eservices.nysed.gov/teach/teachext/EvalPathDet.do

Select your Certificate Title

Select your Area of Interest :

Select your Subject Area :

Select the Grade Level :

Select the Title :

Select your Certificate Type

Select the Type of Certificate :

Certificates in this Application

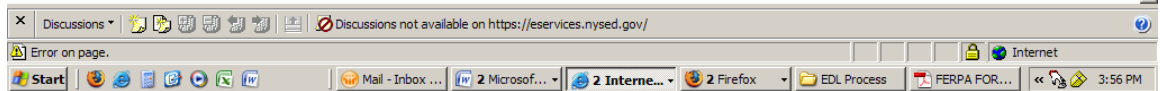
	Area of Interest	Title	Certificate Type	Pathway
<input type="radio"/>	Administration and Pupil Personnel Services	School Building Leader	Initial Certificate	Pathway: Approved Teacher Preparation Program
<input type="radio"/>	Administration and Pupil Personnel Services	School District Leader	Professional Certificate	Pathway: Approved Teacher Preparation Program

Click the "Edit Path" button to change the pathway under which you wish to be evaluated

Certificates and Applications on File

Certificate	Date Applied	Date Issued	Effective Date	Date Expires	Status
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22. You will be asked to have your application evaluated by the State Education Department or BOCES. **Choose the State Education Department** and click Next.



23. Continue on to the Sign Affidavit page; and then to the Confirm and Sign Application Page where you will see the TWO certificates you have applied for and the total cost of your application:

Area of Interest	Certificate Type	Title	Application Fee
Administration and Pupil Personnel Services	Initial Certificate	School Building Leader	\$50.00 USD
Administration and Pupil Personnel Services	Professional Certificate	School District Leader	\$50.00 USD

24. Continue following the instructions/answering the questions on the TEACH Online Web page to continue filing for the SBL and SDL Certifications. Print out a copy of all receipts because the site will ask you to submit payment via a credit card.

Complete the forms on the next two pages and submit to the address listed on those forms.

**STONY BROOK UNIVERSITY
STATE UNIVERSITY OF NEW YORK**

**AUTHORIZATION FOR RELEASE OF EDUCATION RECORDS
FOR THE PURPOSE OF NEW YORK STATE ADMINISTRATIVE CERTIFICATION**

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. The student’s written signed consent must contain three elements, as described below:

(1) Specify the records to be released

Examples: 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, School Violence Prevention Training and Dignity for All Students Act (DASA).

(2) Identify the party or class of parties to whom the records should be released

Examples: NYSED Office of Teaching Initiatives

(3) Indicate the reason for the release

Examples: to authorize the University to disclose/release information to a third party as part of an application for certification

TO BE COMPLETED BY THE CANDIDATE/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, academic transcript, 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 or fax copy of this form be accepted with the same authority as the original.

Student’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:

_____ Post Master’s Advanced Graduate Certificate in Educational Leadership (Dual Certificate Program- SDL and SBL)

Semester/Year of Graduation: _____

I attest that all requirements below have been completed. If you did not complete a seminar at Stony Brook, please provide the certificate of completion you received from the agency (unless it is already posted on your TEACH account) otherwise we will presume that you have not completed your seminars and your recommendation will be denied until proof of completion is received.

(Please circle)

Seminar Completion Child Abuse School Violence DASA

*If you have not taken and/or passed both portions of the SDL exam, then the Certification Office will only recommend you for SBL certification. **When you do successfully pass the SDL exam and you have received confirmation of your results, please notify this office so that we can recommend you for the SDL license.***

Effective May 1, 2014 NYSED requires successful passing scores of both the SBL and EAS exams as requirements for the School Building Leader license.

Effective May 1, 2015 NYSED requires successful passing scores of both the SDL and the EAS exams as requirements for the School District license.

Contact Information:

School of Professional Development
Graduation and Certification Office
2321 Computer Science Building
Stony Brook, NY 11794-4434
Tel: 631-632-7055
Fax: 631-982-7311
Email: spd_graduationandcertification@stonybrook.edu

Internal Use Only:

Degree Conferral Date: _____

SDL Exam Passed: Yes _____ No _____

Date Processed: _____