Next Steps to Certification
For Program Completers
SBL and SDL

Pam Kaptein

Administrator-Accreditation and Licensure

Certification Officer

certification@warner.rochester.edu

585-276-5405

August 2022

Steps to certification

1. Check requirements for certification
2. Complete application through TEACH
3. Submit the [Form for Requesting Warner School Recommendation in TEACH](#)
4. Program completion
5. Certification awarded by NYSED

1. Check requirements for certification

Requirements for certification:
http://eservices.nysed.gov/teach/certhelp/CertRequirementHelp.do

- Do **not** need to complete program before submitting application
  - Can complete application at any time
  - If urgent for employment needs, superintendent's office can make use of expedited service procedure.
- **Do** need to complete program for certification to be awarded
- Contact information: https://www.warner.rochester.edu/sites/default/files/2023-04/Workshop%20Schedule%20and%20Contacts.pdf
  - Program completion
  - Institutional recommendation
  - Certification Exams
  - Fingerprinting

What's Included in Program Completion?

- Grades for all course work, including capstone project and internship, as applicable to program
- Workshops
  - NYS-approved workshop providers:
    - Child Abuse Prevention (CAP): http://www.op.nysed.gov/training/caproviders.htm
      - NYS Office of Children and Family Services no charge for CAP workshop
    - SAVE: http://www.p12.nysed.gov/sss/ssae/schoolsafety/save/svpiproviders.html
    - DASA: http://www.highered.nysed.gov/tcert/certificate/dasa-applicant.html
  - GV BOCES https://www.gvboces.org/Page/1352
- Conferral by the Board of Trustees (this happens on the official graduation date and applies to both CAS and MS programs)

Institutional Recommendation

- Confirms completion of program requirements
  - Academic work
  - Workshops
- Does not mean that certification is awarded
- Eliminates need to submit transcript.
  - be sure to choose the "NYS-Approved program pathway" in the application process

Certification Exams

- Educating All Students (EAS)
  - Required for **all new** certifications
    - additional certification in new subject area, (including SBL/SDL) will require EAS
- Content Specialty Test (CST)
  - SBL1 and SBL2
  - SDL1 and SDL2
- NYSTCE testing requirements will depend on the subject area(s) of certification.
  - www.nystce.nesinc.com
  - Be sure to send test results to University of Rochester
- Not required for program completion

Fingerprinting

- IdentoGO: https://www.identogo.com/services/live-scan-fingerprinting .
- NYSED Fingerprint Helpdesk; ospra@nysed.gov or call (518) 473-2998.

	Submit
Education	
Work Experience	
Certificates	
Correspondence	
Contact History	
Fingerprinting	
Test Scores	
Workshops	
Superintendent Statements	

Fingerprinting not complete

Fingerprinting

Teach does not have your fingerprint information. If you have been fingerprinted by NYCDOE, contact NYCDOE HR Connect for more information at 1-718-935-4000. For all others, please contact MorphoTrust/IDEMIA at: http://www.identogo.com or by phone at 1-877-472-6915.

Fingerprinting complete

Fingerprinting

Your DCJS and FBI results have been received.

2. Complete application through TEACH

Applying for certification:

- Apply through TEACH
  - Separate application for each Subject Area
  - Separate application for each certificate (initial and professional)
    - SDL professional certification only; no initial certification
- How to apply
- Completion of NYS Registered Program-need program code
- Valid for three years or two evaluations, whichever comes first
- NYS does not issue printed copies of time-limited (initial/internship) certificates
  - Consult Duplicate/Printed Certificates section of NYSED website
  - Print screen of TEACH account to show evidence of time-limited certificate

Information for TEACH Application
School Leadership Programs

Advanced Certificate in School Building Leadership[AB4]

(as of 10/29/2015)

NYS Program Code

Subject Area

Leading to the following NYS Certification:

• School Building Leader (ADVCRT 28986)

See https://www.warner.rochester.edu/certification for important certification information.

| NYS Code: **28986** | HEGIS#: **0828** | Dept: **EL** | Cap. Code: **AdmE** | Specialty: **AB** | Program: **AB4** |

Number of credits (includes transfer credits)

Program	Credits	(Y/N)	Status	Advisor	Expected or Actual		
					Start Term	Intern. Start	Grad. Date
AB4-Cert-Building Admin.	24						

Additional Option(s)

- All School Building Leader programs lead to initial AND professional SBL certification
- All School District Leader programs lead to professional SDL certification. There is not initial certification for SDL.

WARNER SCHOOL OF EDUCATION UNIVERSITY *of* ROCHESTER

Timing of Application

- Can complete application for certification at any time
    - Do not need to wait for scores of CST's or institutional recommendation
    - Valid for three years or two evaluations, whichever comes first
- Can apply for jobs
    - School districts can access TEACH account
    - Print screen of TEACH account
- Recommended timing
    - Timing is specific to each individual
    - As requirements are met, will get checked off in TEACH

3. Submit the Form for Requesting Recommendation in TEACH

- Why do I have to submit this form?
  - Authorizes access to TEACH account
    - By hitting the submit button below, I hereby authorize the Certification Officer access to my social security number for the purpose of confirming my identification and acknowledging program completion to the NYS Office of Teaching Initiatives of the New York State Education Dept. (NYSED) via the TEACH system.
  - Every candidate does not intend on working in NYS public schools
- Submit the [Form for Requesting Warner School Recommendation in TEACH](#)

4. Program completion, including conferral

Program Completion Deadlines

- **Not** a submission deadline for capstone or other coursework (that information comes from your academic advisor)
- **Is** deadline for advisor notification (to Student Services) of completion
- Approximate deadlines for each grad cycle
- Also is deadline for submitting certificate of completion for workshops

Graduation Cycle	Deadline for advisor to confirm completion
August	Last Friday of July
October	Friday before Labor Day
December	Third Friday in November
February/March	Second Friday in January
May	First Friday of April

5. Certification awarded by NYSED

- Check application status:
  http://www.highered.nysed.gov/tcert/certificate/checkstatus2.html

- Other FAQ's:
  https://www.warner.rochester.edu/students/matriculated/certification

Application Status

Select information you want to view

ℹ To view more than one category, press CTRL while clicking each category you want to see, th

Education
Work Experience
Certificates
Fingerprinting
Test Scores
Workshops
Superintendent Statements
College Recommendations
Retirement

Submit

"View Evaluation History" will show status of the requirements for that specific application.

Application goes into queue when application fee paid

Credential	Cert Path	Application Type	Status	Application Date	Evaluation History	Discipline Hold?	Application Paid?
School District Leader, Professional Certificate	Pathway: Approved Teacher Preparation Program 05/01/2014	Certificate	Ready For Review		View Evaluation History	N	Y
School Building Leader, Initial Certificate	Pathway: Approved Teacher Preparation Program 05/01/2014	Certificate	Ready For Review		View Evaluation History	N	Y

WARNER
SCHOOL OF EDUCATION
UNIVERSITY of ROCHESTER

14

Application Status

Example of application for SDL professional certification

⦿ Pathway: Approved Teacher Preparation Program 05/01/2014

Requirement	Current Status	Evaluated By	Entered Status/Credit	Deficiency
Completion of a NYS Registered Program - School District Leader	Verified Met	OT		
Institutional Recommendation - School District Leader	Verified Met	OT		
Additional Education - Masters Degree	Verified Met	OT		
Graduate Coursework - 60 S.H.	Deficient			60
Paid, full-time Admin/PPS/Classroom Teaching experience - 3 Yrs	Deficient			3
Examination - School District Leader - Part 1	Verified Met	OT		
Examination - School District Leader - Part 2	Verified Met	OT		
New York State Teacher Certification Exam - Educating All Students Test (EAS)	Verified Met	OT		
Workshop - Dignity For All Students Act	Verified Met	OT		
Fingerprint Clearance	Verified Met	OT		
Citizenship Status - INS Permanent Residence or U.S. Citizenship	Verified Met	OT		

WARNER SCHOOL OF EDUCATION UNIVERSITY of ROCHESTER

Questions?

tcert@nysed.gov

certification@warner.Rochester.edu

Book a virtual meeting with me

585-276-5405

WARNER
SCHOOL OF EDUCATION
UNIVERSITY of ROCHESTER

Be kind to your future self!