



# Next Steps to Certification For Program Completers SBL and SDL

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**WARNER**  
SCHOOL OF EDUCATION  
UNIVERSITY of ROCHESTER

# Steps to certification

1. Check requirements for certification
2. Submit the [Form for Requesting Warner School Recommendation in TEACH](#)
3. Complete application through 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
- Provider information for certification requirements:  
<https://www.warner.rochester.edu/sites/default/files/2025-01/CertLicSnapshot-Aug2024.pdf>



# 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



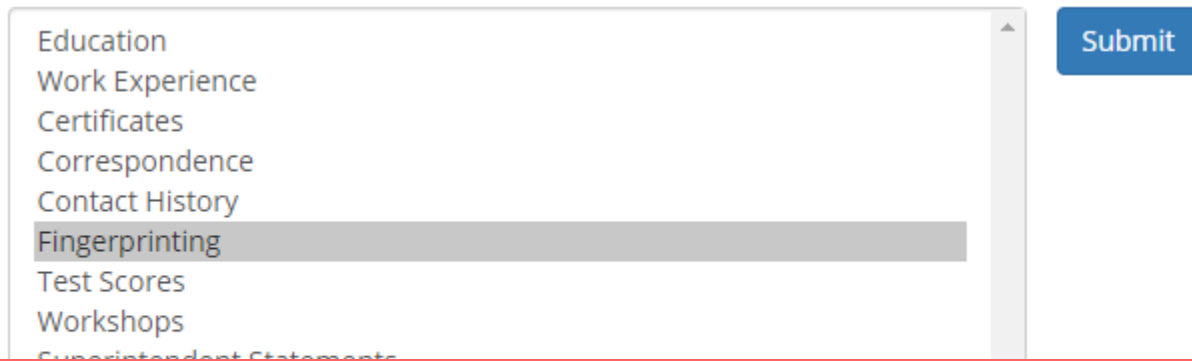
# Certification Exams

- Educating All Students (EAS)
  - Required for **all new** certifications
    - additional certification in new subject area, (including SBL/SDL) will require EAS
    - Became requirement in 2014
- Content Specialty Test (CST)
  - SBL1 and SBL2
  - SDL1 and SDL2
- NYSTCE is provider for the exams.
  - [www.nystce.nesinc.com](http://www.nystce.nesinc.com)
  - Send test results to University of Rochester
  - Consult chart (within exam details) for score reporting date
- Not required for program completion



# Fingerprinting

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



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. 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](#)



# 3. 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)

**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**

| Program                         | Credits   | (Y/N) | Status | Advisor | Expected or Actual |               |            |
|---------------------------------|-----------|-------|--------|---------|--------------------|---------------|------------|
|                                 |           |       |        |         | Start Term         | Intern. Start | Grad. Date |
| <b>AB4-Cert-Building Admin.</b> | <b>24</b> |       |        |         |                    |               |            |
| Additional Option(s)            |           |       |        |         |                    |               |            |

*Annotations:*  
 - NYS Program Code points to 28986.  
 - Subject Area points to School Building Leader.  
 - Number of credits (includes transfer credits) points to 24.

- 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.



# 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
  - If urgent for employment needs, superintendent's office can make use of [expedited service](#) procedure.



# 4. Program completion

## What's Included in Program Completion?

- Grades for:
  - all course work
  - capstone project
  - internship , student teaching
- Workshops
  - Completion certificates should be submitted to [certification@warner.rochester.edu](mailto:certification@warner.rochester.edu) **at least two weeks prior** to graduation
- Conferral by the Board of Trustees (this is the official graduation date and applies to both CAS and MS programs)

## 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

 To view more than one category, press CTRL while clicking each category you want to see, then click Submit

Submit

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

“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<br>05/01/2014                                 | Certificate  | Ready For Review   |  | <a href="#">View Evaluation History</a>  | N  | Y   |
| School Building Leader, Initial Certificate  | Pathway: Approved Teacher Preparation Program<br>05/01/2014                                 | Certificate  | Ready For Review   |  | <a href="#">View Evaluation History</a>  | N  | Y   |



# 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           |                       |            |



# Questions?

[tcert@nysed.gov](mailto:tcert@nysed.gov)

[certification@warner.rochester.edu](mailto:certification@warner.rochester.edu)

[Book a virtual meeting](#)

[Career Services](#)



Be kind to your  
future self!

