

***This letter contains important information regarding graduating from The College of Saint Rose and NYS certification.***

Congratulations on nearing the end of your work in the School Building Leader certification program! Enclosed, please find an online application instruction packet containing documents required for graduation and for School Building Leader (SBL) certification. The New York State Education Department has a new online processing system for NYS Teacher Certification called TEACH. The College of Saint Rose will be utilizing this new system beginning with students graduating in December 2006. **You will no longer be filing a paper application.** Everything will be done online through the TEACH system. In order to complete SBL certification applications, students must:

1. Apply online, 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. Enclosed please find step-by-step instructions that will guide you through this process, also available at [www.strose.edu/distancesbl](http://www.strose.edu/distancesbl).
2. All students seeking to be recommended for SBL New York State Certification **must** submit to The College of Saint Rose:
  - The College of Saint Rose blue *Application for Graduation*<sup>1</sup> form. If you completed a graduation application form during your class in Albany, you do not need to resubmit it.  
***Your certificate/degree will not be conferred, your recommendation for the SBL certification to NYSED will not be submitted, and your transcript will not show you have completed the program if you do not apply to graduate via this form.***
3. Please note that The College of Saint Rose will be recommending all SBL graduates to NYSED automatically after each graduation. All potential employers can check an individual's certification status online. Therefore, The College of Saint Rose will no longer be issuing letters confirming pending certification status with NYSED.
4. You should submit your fingerprints directly to NYSED<sup>2</sup> as soon as possible. **Do not submit any fingerprint documentation to The College of Saint Rose.** If you have been fingerprinted before (for NYC), since July 1, 1990, you can have the fingerprint report forwarded by filling out an OSPRA 104 form, available at the OSPRA website: [www.highered.nysed.gov/tcert/ospra](http://www.highered.nysed.gov/tcert/ospra).
4. The certification process at Saint Rose will proceed provided the following has occurred:
  - a) You have applied online for your SBL certification with NYSED.
  - b) You have submitted the blue ***Application for Graduation***.
  - c) Final grades have been entered. **THIS INCLUDES INTERNSHIP GRADES & DASA WORKSHOP**<sup>3</sup>.
  - d) A final program audit has been completed by the Registrar's Office.
  - e) There are no holds on your account, financial or otherwise.

Best Regards,

Casey Redden  
Assistant Registrar  
P: (518) 454-2081  
F: (518) 454-2012  
[ReddenC@strose.edu](mailto:ReddenC@strose.edu)

<sup>1</sup> Students graduating with certificates or degrees from The College of Saint Rose are invited to attend The College of Saint Rose's May Commencement ceremony. While The College confers degrees 3 times a year, commencement is held once a year in May (August and December graduates are invited to attend May Commencement).

<sup>2</sup> You can obtain an SED Fingerprint Packet from the NYS Office of School Personnel Review and Accountability by calling (518) 473-2998 or by e-mailing [OSPRA@mail.nysed.gov](mailto:OSPRA@mail.nysed.gov).

<sup>3</sup> Dignity for All Students Workshop



## School Building Leader – Initial

# 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:** Select: Master of Science in Education or Advanced Certificate

**Program:** MSed select: 28937 – Ed Leadership and Admin: Sch Bldg Leader  
Ad. Cert. select: 28938 – Ed Leadership and Admin: Sch Bldg Leader

**Major:** Pupil Personnel Services

**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.*

**Date Attended To:** *If 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 Building Leader**
- Select the Type of Certificate: **Initial 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 - 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>

# The College of Saint Rose

## ***Application for Graduation***

*(Application for the Master's Degree or Certificate of Advanced Study)*

**Name** \_\_\_\_\_  
\*\*\*\*(Print exactly as you wish on your Diploma or Certificate)\*\*\*\*

**Student ID# or Soc. Sec#** \_\_\_\_\_

**Degree/ Certificate of Advanced Study**      **Anticipated Conferral Date**

☐ *Certificate of Advanced Study*      *May 201*\_\_    *August 201*\_    *December 201*\_\_  
*School Building Leader (SBL)* \_\_\_\_\_  
*School District Leader (SDL)* \_\_\_\_\_

☐ *Master of Science in Education*      *May 201*\_\_    *August 201*\_    *December 201*\_\_

**Diplomas/Certificates will be mailed to the address that you indicate below:**

**Address** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Phone** (    ) \_\_\_\_\_ - \_\_\_\_\_

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

This form should be submitted as early as possible, preferably before the start of the last semester of the program from which you are applying to graduate. This form is due no later than mid-March if you wish your name to be in the May Commencement program, and no later than mid-October for the December graduates.

Please return by fax to 518-454-2012 or mail to:

Casey Redden at The College of St. Rose  
432 Western Avenue  
Albany, NY 12203