Congratulations on nearing the end of your work in the School District Leader certification program. This is an online application instruction letter containing information required for graduation and School District Leader (SDL) certification. The New York State Education Department utilizes an online processing system for NYS Teacher Certification called TEACH. The College of Saint Rose will utilize this system beginning with students graduating in December 2006. **Students will no longer file a paper application.** Everything will be done online through the TEACH system. In order to complete SDL certification applications, students must:

1. Apply online using the TEACH online service via the Office of Teaching Initiatives website 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. Please find step-by-step instructions to guide you through this process enclosed AND at [www.strose.edu/distancesdl](http://www.strose.edu/distancesdl).

2. All students seeking to be recommended for SDL New York State Certification must submit to The College of Saint Rose:
   - The College of Saint Rose Application for Graduation form
   **Important: Your certificate/degree will not be conferred, and your transcript will not show that you have completed the program, if you do not apply to graduate via this form.**

3. Please note: in order for the College to graduate students and recommend them with NYSED for the SDL certification, students must first pass the NYSED required examination. Once the required SDL exam is passed, students must mail a copy of their test scores to The College of Saint Rose, Registrars Office, 432 Western Avenue, Albany, NY 12203 Attn: Alma Kanic-Franco.

4. You should submit your fingerprints directly to NYSED 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 on 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 SDL certification.
   b) A copy of your passing SDL test scores is received by the College.
   c) You have submitted the blue Application for Graduation.
   d) Final grades have been entered: THIS INCLUDES INTERNSHIP GRADES & DASA WORKSHOP.
   e) A final program audit has been completed by Registrar’s Office.
   f) 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

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1 Students graduating with certificates or degrees from The College 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).

2 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.

3 Dignity for All Students Workshop
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).

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

A. 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:** Advanced Certificate
- **Program:**
  - Select : 28939 - Ed Leadership & Admin: School District Leader OR 33010 - School District Leader (Short 12 credit program)
- **Major:** Pupil Personnel Services
- **Date Degree Received:** Enter Date of Degree Completion i.e. (12/16/2006)
- **Date Attended From:** (mm/dd/yyyy) If you do not know the exact dates of attendance, please enter the first day of the month.
- **Date 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:** If Known – Not required

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](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
   School Building Leader (SBL) May 201_ August 201_ December 201_
   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