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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 instructions 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 though 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 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.
- 2. All students seeking to be recommended for SBL New York State Certification <u>must</u> submit to The College of Saint Rose:
 - College of Saint Rose blue *Application for Graduation*¹ form. If you already completed graduation application form during your class in Albany, you do not have to resubmit it again.
 - Your certificate/degree will not be conferred, your recommendation for SBL to NYSED will not be submitted 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 that The College of Saint Rose will be recommending all SBL graduates to NYSED automatically after each graduation. All your potential employers can check your certification status online. Therefore, The College of Saint Rose will no longer be issuing letters confirming your pending certification status with NYSED.
- 4. You should submit your fingerprints directly to the State² as soon as possible. **Do not submit any fingerprint documentation to The College of Saint Rose**. If you've been fingerprinted before (for NYC) since July 1, 1990, you can have the fingerprint report forwarded by filling out an OSPRA 104 form, available from the OSPRA website: www.highered.nysed.gov/tcert/ospra.
- 5. 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.
 - d) Final program audit has been completed by Registrar's Office
 - e) There are no holds on your account, financial or otherwise

Best Regards,

Alma Kanic-Franco

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.



School Building Leader (SBL)

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 and create a TEACH login and password at the New York State Directory Services site. Instructions are provided as you go though 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 ALL YOUR EDUCATION AND WORK EXPERIENCE)

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 as well as your teaching or PPS experience and all your education information).

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: Advanced Certificate

Program CODE: 28938: Ed Leadership & Admin: School Building Leader

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: 24

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: Pre K-12 All Grades
 Select the Title: School Building Leader
 - Select the Type of Certificate: Initial
- B. After you have selected your certificate title and type, you will be asked to enter a Program code. It is the same number that you entered in Step 1 when reporting your education. For SBL, the code is 28938.

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 <u>or</u> 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		
****(Print exactly as you wish	on your Diploma or Certificate)****	
Soc.Sec#		
Degree/ Certificate of Advanced Study	Anticipated Conferral Date	
Certificate of Advanced Study School Building Leader (SBL) School District Leader (SDL)	May 201 August 201_ December 201	
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.

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

Alma Kanic-Franco at The College of St. Rose 432 Western Avenue Albany, NY 12203