Applying for Initial and Professional Certification in Educational Administration on TEACH

Go to www.highered.nysed.gov/tcert/teach

Login to TEACH with your username and password

Click on “TEACH Online Services”

Click on “Apply for Certificate”

The steps to complete the application process are:

Verify/update profile

Select Certificate(s) (see below)

Answer Questions and Sign Affidavit

Confirm and Sign Application

Make payment ($50 per title/extension)

<table>
<thead>
<tr>
<th>PROGRAM CODES</th>
<th>CAS (Initial)</th>
<th>CAS (Professional)</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Building Leader</td>
<td>28962</td>
<td>28962</td>
</tr>
<tr>
<td>School District Leader</td>
<td></td>
<td>28962</td>
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</tbody>
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See the following page(s) for TEACH drop box selections used when applying for certificate(s).
Make the following selections from the drop boxes for **Initial School Building Leader Certificate**:

- **Area of Interest**: Administration and Pupil Personnel Services
- **Subject Area**: School Administration and Supervision
- **Grade Level**: Pre K-12 – All Grades
- **Title**: School Building Leader
- **Type of Certificate**: Initial Certificate

Make the following selections from the drop boxes for **Professional School Building Leader Certificate**:

- **Area of Interest**: Administration and Pupil Personnel Services
- **Subject Area**: School Administration and Supervision
- **Grade Level**: Pre K-12 – All Grades
- **Title**: School Building Leader
- **Type of Certificate**: Professional Certificate

Make the following selections from the drop boxes for **Professional School District Leader Certificate**:

- **Area of Interest**: Administration and Pupil Personnel Services
- **Subject Area**: School Administration and Supervision
- **Grade Level**: Pre K-12 – All Grades
- **Title**: School District Leader
- **Type of Certificate**: Professional Certificate