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>School District Business Leader</th>
<th>CAS (Professional)</th>
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<td>28963</td>
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Make the following selections from the drop boxes for Professional School District Business 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 Business Leader

Type of Certificate: Professional Certificate