College of Education
State University of New York at Fredonia

INITIAL CERTIFICATION CHECKLIST

☐ **TEACH Account**: Go to www.highered.nysed.gov/tcert/teach. Use a permanent home address and email address. Be sure to record your username and password and keep in a safe place for future reference.
*Be sure all information in your TEACH account matches the information used for your certification exams EXACTLY.
(ex. If your TEACH account includes your middle initial, you should use your middle initial for everything else)
Username: _____ Password: _____

☐ **Fingerprint Clearance:** Proof of fingerprinting will be required PRIOR to Student Teaching (*must* be done before you can substitute teach in any NYS district).
All procedures for fingerprinting changed in the summer of 2015. Please see the Fingerprinting FAQ handout for specific information on how to be fingerprinted.
Inked prints are no longer used for certification purposes --- digital fingerprints only.
(Those with fingerprints already cleared in the TEACH system do not need to be re-printed because of these procedural changes.)

☐ **Certification Examinations and the edTPA:** All candidates for certification must complete the EAS, appropriate CST(s), and the edTPA.
New York State Teacher Certification Exam (NYSTCE) registration is available online at: www.nystce.nesinc.com.
Additional information about the edTPA requirement is available at http://www.edtpa.com.
*Be sure all information used to register for your certification exams matches the information used for your TEACH account EXACTLY.

☐ **Waiver Form:** Complete and sign an Authorization to Release Information for Submission of Teacher Certification Recommendation.
(This blue waiver form is attached to your Application for Degree and must be submitted to the Registrar's Office at the beginning of the semester you plan to graduate.)

☐ **Certification Application:** Using the appropriate **"Student Application Information Sheet",** apply and pay for certificate(s) on TEACH.
You may apply for your certificate(s) prior to exam completion.
Specific information for certification applications will be provided during a Professional Development Seminar held at the start of your student teaching semester.

Candidates will be recommended for initial certification after transcripts are finalized.

Visit the Office of Student Services website for more information regarding the above requirements as well as for links to websites, forms and other resources:
www.fredonia.edu/coe/studentservices