

## Applying for an Internship Certificate

Log into the NYSED TEACH website at <http://www.highered.nysed.gov/tcert/teach/> .

Candidates in the dual SBL and SDL programs should go to the personal information page and indicate that you are enrolled at SUNY Cortland in the School Building Leader program (number 29159) and also in the School District Leader program (number 29160). These must be two separate entries on the personal information page. If both of these are not entered separately then the student will get a cryptic error message when they attempt to enter the certificate application.

Although the student indicates that they are enrolled in two programs the TEACH system labels both programs as simply Educational Leadership and the two entries display exactly the same text on the screen. There is no indication on the screen that the student is enrolled in either the School Building Leader program or the School District Leader program.

Students in only one program should make only one entry as described above.

Candidates in the SDBL program should go to the personal information page and indicate that you are enrolled at SUNY Cortland in the School District Business Leader program (number 29161).

Go back to the main TEACH page.

Select apply for a certificate.

On the first pull down menu choose "Administration and Pupil Personnel Services."

On the second pull down menu select "School Administration and Supervision."

The third menu has only one choice "Pre K-12 - All Grades." If our students have a problem with this one they probably should not be in the program. :( )

On the fourth pull down menu select building leader, district leader, or district business leader. If you are in a dual program then you need to repeat this entire process for the other certificate.

The fifth menu asks for the title (i.e., initial, internship, or professional) and you should select internship. After you graduate you will go through the same process for your regular school leadership certificates. At that point in time you will select "initial" for the SBL certificate, "professional" for the SDL certificate, and "professional" for the SDBL certificate.

The TEACH system will then ask you a series of questions to complete the application.

Once you complete the above you will be able to check the status of your certification applications under the "account status" option on the TEACH main page. You will NOT receive paper copies of your internship certificate(s). Once you graduate and apply for your regular

certificates at a fee of \$50 each you will very quickly receive the paper certificates once everything is complete.