

# Certification Requirements

## Requirements for an Initial Certificate:

Upon successful completion of your program, St. Bonaventure will recommend you for certification to New York State. The Initial Certification is valid for five years after the date on the certificate. During this five-year period, you must complete requirements for the professional certificate.

## Steps to Initial Certification:

- Completion of St. Bonaventure's degree requirements
- Successful completion of all required NYSTCE Exams
- Fingerprints submitted and cleared
- Completion of Saint Bonaventure's Waiver Form (found under helpful links on Office of Educator Preparation Placement and Certification webpage)
- Transcript for proof of attending training in Harassment, Bullying, Cyberbullying, and Discrimination in Schools: Prevention and Intervention (DASA Training)
- Completion of the TEACH Online Application for Certification and payment of applicable fees for each TEACH application

## Progression from Initial to Professional Certification:

Initial Certification is valid for five years. Check your TEACH account for the exact expiration date of your initial certification.

- Master's Degree - Please [click here](#) for more information.
- 3 years of full time teaching experience in the area of anticipated professional certification- Please [click here](#) for more information. 3 years = 540 days\*\*

All teaching experience must be verified using this form: [Verification of Paid Experience Form](#)

- 1 year of mentoring (required by NY State public school districts) - Please [click here](#) for more information.
- Professional certification is available only to citizens and lawfully admitted permanent residents of the United States

## Time Extension / Initial Reissuance:

**If you will not have the requirements completed for professional certification by the expiration date of your initial certification, you will need to apply for a time extension(3 years) or a reissuance ( 5 years). Prior to applying, it is suggested that you read the requirements very carefully, especially for the reissuance.**

**Caution... The reissuance requires that 75 hours of professional development be completed BEFORE the application is submitted in TEACH.**

Time Extension Info: <http://www.highered.nysed.gov/tcert/certificate/timeext.html>

Initial Reissuance Info: <http://www.highered.nysed.gov/tcert/certificate/reissue.html>