

## Certification Requirements for SDL/SBL /SDBL

### SBL (School Building Leader, Initial\*)

#### Requirements:

- Completion of a NYS Registered Program - School Building Leader
- Institutional Recommendation - School Building Leader
- Additional Education - Master's Degree
- Examination - School Building Leader part I and II
- Child Abuse Workshop
- Violence Prevention Workshop
- Paid, Full-time Classroom Teaching/PPS Experience - 3 Yrs
- Fingerprint Clearance\_

### SDL (School District Leader, Professional)

#### Requirements:

- Completion of a NYS Registered Program - School District Leader
- Institutional Recommendation - School District Leader
- Additional Education - Master's Degree
- Graduate Coursework - 60 S.H.
- Child Abuse Workshop
- Violence Prevention Workshop
- Paid, full-time Admin/PPS/Classroom Teaching experience - 3 Yrs
- Examination - School District Leader part I and II (required for certification as well as graduation from the program)
- Fingerprint Clearance
- Citizenship Status - INS Permanent Residence or U.S. Citizenship

### SDBL (School District Business Leader, Professional)

#### Requirements:

- Completion of a NYS Registered Program - School District Business Leader
- Institutional Recommendation - School District Business Leader
- Additional Education - Master's Degree
- Graduate Coursework - 60 S.H.
- Child Abuse Workshop
- Violence Prevention Workshop
- Examination - School District Business Leader part I and II (required for certification as well as graduation from the program)
- Fingerprint Clearance
- Citizenship Status - INS Permanent Residence or U.S. Citizenship

\* Professional SBL certification requires: Paid, full-time Admin experience - 3 Yrs  
(Paid, Full-time Experience - School Building Leader - 2 Yrs, Mentored Experience - School Building Leader - 1 Yr )

Frequently asked questions:

- 1. When should I apply for my certification?** *Dowling College cannot recommend you for certification until you complete your program in its entirety and you have been cleared for graduation. **However, it is recommended students fill out the online application and hand in all necessary documentation to the certification office at least a month or two prior to graduation to make sure all requirements are fulfilled (exams, workshops etc.).** When you file online you are also required to fill out and submit a short form (attached to this packet). This form will be kept on file until your degree is completed. **\*\*Candidates MUST file for graduation through the Registrar's Office. Applications for graduation are available in the School of Education, Admissions Office, Registrar's Office and on the Dowling website***
- 2. Once all final grades are in, how will I know if Dowling College recommended me for certification?** *As long as the certification officer has all required documentation (see question 1) the certification officer will obtain a copy of your final transcript once all grades are in. You will receive a letter in the mail from the college letting you know when you were recommended for certification.*
- 3. Do I need to sit with the certification officer to apply for certification or can I do it on my own?** *The choice is yours. Attached is the application for certification as well as directions on how to apply for your certification. You can certainly apply for the certification on your own OR make an appointment to sit with the certification officer. If you decide to apply on your own, you will need to send in the attached application so the certification officer knows to put in the college recommendation. You can mail your completed application to*

Dowling College  
School of Education, South building  
135 Idle Hour Blvd  
Oakdale, NY 11796  
ATTN: Stacy Zalewski

You can also email the information to [Zalewsksk@dowling.edu](mailto:Zalewsksk@dowling.edu) When emailing, please email from your Dowling account since many email addresses are blocked due to SPAM blockers

Application for Initial/Professional certification  
Via TEACH online system

**Dowling College is now using the new TEACH online system when submitting applications for certification. Since the online system is new, in order to avoid problems, once you create your online TEACH account\* you may call for an appointment to apply for certification or apply on your own. You can create your TEACH account by going to [www.highered.nysed.gov/tcert/](http://www.highered.nysed.gov/tcert/) → TEACH online services → self-registration.**

**If you are planning on coming in for an appointment**

- ❑ Enter your personal information and teaching experience (only needed if applying for SBL/SDL certification).
- ❑ Enter your undergraduate and graduate educational information. No need to enter any Dowling College educational information or apply for a certificate until your appointment.
- ❑ Please fill out the following form and bring it with you, along with any other necessary documentation to your scheduled appointment.
- ❑ To schedule an appointment please call 631-244-3476 or email [zalewsks@dowling.edu](mailto:zalewsks@dowling.edu)
  - ❑ For your appointment please go to the School of Education, South Building, on the Oakdale campus.

There is a \$50 fee for each certificate. You can pay online using a credit card (MasterCard or Visa) when you apply for the certificate OR mail in a payment.

\*Once your account is created, please make sure you can log into the TEACH system prior to your appointment. If you have any problems with TEACH, please call the help line at 518-486-6041

**If you are planning on applying on your own**

- ❑ Send in the attached application so the certification officer knows to add the college recommendation. You can mail your completed application to

Stacy Zalewski  
Dowling College  
School of Education, South building  
135 Idle Hour Blvd  
Oakdale, NY 11796  
ATTN: Stacy Zalewski

You can also email the information to [Zalewsk@downing.edu](mailto:Zalewsk@downing.edu) When emailing, please email from your Dowling account since many email addresses are blocked due to SPAM blockers

There is a \$50 fee for each certificate. You can pay online using a credit card (MasterCard or Visa) when you apply for the certificate OR mail in a payment.

**Application for Certificate**  
***Via Institutional Recommendation***

PRINT NAME

Last \_\_\_\_\_

First \_\_\_\_\_

Maiden \_\_\_\_\_

DOB \_\_\_\_/\_\_\_\_/\_\_\_\_

Social Security Number \_\_\_\_\_

Dowling College ID \_\_\_\_\_

Mailing Address:

Street \_\_\_\_\_

Apt/Building \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_ - \_\_\_\_\_

Home Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Graduation Date \_\_\_\_\_

Certification Area (please circle) Initial SBL

Professional SDL

Professional SDBL

## **Directions on applying for certification**

- ❑ Create your TEACH online account by going to [www.highered.nysed.gov/tcert/](http://www.highered.nysed.gov/tcert/) →TEACH online system→self-registration and follow directions. NOTE: If you already have an account created for a previous certification, there is not need to create a second account. If you have problems with TEACH please call 518-486-6041
- ❑ Once logged into TEACH, click on TEACH online services to bring you to your homepage
- ❑ Go to “Apply for a Certificate”
- ❑ Read directions and hit “next” on the bottom of the page
- ❑ You will need to update your Educational Information. Please list your Master’s degree (unless in MBA/SDBL program) and your advanced certificate. Since TEACH is code specific you will need to add your info as the following:
  - Dowling College
  - Advanced Certificate
  - Choose one of the following (candidates applying for the SBL & SDL must enter educational information twice to show TWO Advanced Certificates)
    - 29051 School Building Leader
    - 29050 School District Leader
    - 28518 School Business Leader (SDBL only)\*
    - 28519 Business Admin: public MGMT-this is for the **MBA/SDBL**
  - fill in your graduation date, start date, completion date (exact dates are not necessary) and the number of credits (SBL-24 credits, SDL-30 credits, SDBL-33 credits, MBA/SDBL-60 credits). Submit
  - If you are applying for SBL/SDL certification, you will need to add your work experience to show 3 years of teaching
  - Once your personal info, educational and work info are all updated, click next
  - Enter in your certification: Administration & Pupil Personnel Services, School Administration & Supervision, Pre-K 12, All Grades, School Building Leader OR School District Leader OR School District Business Leader), Initial (SBL)OR professional (SDL/SDBL)

- Once you enter your certificate title, you will be asked to enter a program code. The codes are listed above (29051, 29050 etc). Once you submit the code, then select the Dowling program title.
- You will then be lead back to the previous page if you want to add another certification. If not, click 'next' on the bottom of the page. Remember, SDL candidates apply for TWO certifications...SBL then SDL
- You will then be asked if you want your application to be reviewed by the State, just click on the box
- You will need to answer the child support and moral character questions then click to sign the application
- Verify your certificate title, cost (\$50 per certificate) and then click to sign application again
- Print out your receipt
- Print out your transaction summary

PLEASE make sure you notify the certification office of your online application by submitting the attached application. The certification officer will not know to recommend you for certification unless notified

**\*SDBL candidates must mail an official copy of their Master's degree transcript for the State to verify.** You can mail transcripts to:

NYSED

Division of Teacher Certification

89 Washington Avenue

Education Building Room 5 North

Albany, NY 12234