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 email address. Be sure to record your username and password and keep in a safe place for future reference.
Username: _____ Password: _____

☐ **Fingerprint Clearance:** Should be done PRIOR to graduation (*must* be done before you can substitute teach in any NYS district).
Apply and submit application fee ($91.50) on TEACH. Make a LIVESCAN appointment with University Police or submit fingerprint cards to NYSED. Specific directions and fingerprint cards are available outside E259 Thompson Hall.

☐ **Examinations:** Complete the LAST, ATS-W and CST(s) if you are graduating December 2013 or before. If you plan to graduate in May 2014 or later, more information will be provided at a later date. Registration is available online at: www.nystce.nesinc.com.

☐ **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 Graduation 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.
Specific information for 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