This letter contains important information regarding graduating from The College of Saint Rose and NYS certification.

Congratulations on nearing the end of your work in the School District Leader certification program! This is an online application instruction letter containing information required for graduation and School District Leader (SDL) certification. The New York State Education Department utilizes an online processing system for NYS Teacher Certification called TEACH. **Students will no longer file a paper application.** Everything will be done online through the TEACH system. In order to complete SDL certification applications, students must:

1. Apply online using the TEACH online service via the Office of Teaching Initiatives website at [www.highered.nysed.gov/tcert](http://www.highered.nysed.gov/tcert), and create a TEACH login and password at the New York State Directory Services site. Please find step-by-step instructions to guide you through this process enclosed **AND** at [www.strose.edu/distance](http://www.strose.edu/distance).

2. All students seeking to be recommended for SDL New York State Certification must submit to The College of Saint Rose:
   - **Online application for graduation** (instructions attached)
     *Your certificate/degree will not be conferred, your recommendation for the SDL certification to NYSED will not be submitted, and your transcript will not show you have completed the program if you do not apply to graduate online.*

3. Please note: in order for the College to graduate students and recommend them with NYSED for the SDL certification, students must first pass the NYSED required examination. Once the required SDL exam is passed, students must mail a copy of their test scores to The College of Saint Rose, Registrar’s Office, 432 Western Avenue, Albany, NY 12203 Attn: Matthew Krush.

4. You should submit your fingerprints directly to NYSED as soon as possible. **Do not submit any fingerprint documentation to The College of Saint Rose.** If you have been fingerprinted before (for NYC), since July 1, 1990, you can have the fingerprint report forwarded by filling out an OSPRA 104 form, available on the OSPRA website: [www.highered.nysed.gov/tcert/ospra](http://www.highered.nysed.gov/tcert/ospra).

5. The certification process at Saint Rose will proceed provided the following has occurred:
   - You have applied online for your SDL certification.
   - A copy of your passing SDL test scores is received by the College.
   - You have applied online through the new online application process (instructions attached).
   - Final grades have been entered. THIS INCLUDES INTERNSHIP GRADES & DASA WORKSHOP.
   - A final program audit has been completed by Registrar’s Office.
   - There are no holds on your account, financial or otherwise.

Best Regards,

Matthew Krush
Assistant Registrar
P: (518) 454-2081
F: (518) 454-2012
[krushm@strose.edu](mailto:krushm@strose.edu)

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1 Students graduating with certificates or degrees from The College of Saint Rose are invited to attend The College of Saint Rose’s May Commencement ceremony. While The College confers degrees 3 times a year, commencement is held once a year in May (August and December graduates are invited to attend May Commencement).

2 You can obtain an SED Fingerprint Packet from the NYS Office of School Personnel Review and Accountability by calling (518) 473-2998 or by e-mailing OSPRA@mail.nysed.gov.

3 Dignity for All Students Workshop
Please use the information provided below to assist you in completing your online application for NYS Teacher Certification.

First: Create User Login and Password

In order to apply online, you will enter TEACH online services via the Office of Teaching Initiatives Web site at www.highered.nysed.gov/tcert and create a TEACH login and password at the New York State Directory Services site. Instructions are provided as you go through this process. Once you have created your login and password this step is completed and you never have to repeat this process (unless you forget your password).

Second: Creating a TEACH Account & Completing the Application

Step 1: Create Applicant Profile
Enter your personal information and preferences (such as opting to be included in the statewide teacher clearinghouse or having most correspondence from us transmitted via email).

Use the following information supplied by your institution to complete the Self-Reported education portion of the online application:

Institution Name: College of Saint Rose
Award Title: Advanced Certificate
Program: Select : 28939 - Ed Leadership & Admin: School District Leader OR 33010 - School District Leader (Short 12 credit program)
Major: Pupil Personnel Services
Date Degree Received: Enter Date of Degree Completion i.e. (12/16/2006)
Date Attended From: (mm/dd/yyyy) If you do not know the exact dates of attendance, please enter the first day of the month.
Date Attended To: (mm/dd/yyyy) If you do not know the exact dates of attendance, please enter the first day of the month.
Number of Credits: If Known – Not required

Step 2: Select Certificate(s)

- Use the following information to select the appropriate certificate title and type:
  - Select your Area of Interest: Administration and Pupil Personnel Services
  - Select your Subject Area: School Administration and Supervision
  - Select the Grade Level: Pre K-12 – All Grades
  - Select the Title: School District Leader
  - Select the Type of Certificate: Professional Certificate

- After you have selected your certificate title and type, you will have a list of "Pathways" with associated requirements. You must choose a Pathway to continue with the application process.

Choose the radio button, Pathway: Approved Teacher Preparation Program - Additional Certificate

Continue through the application answering all required questions; sign the affidavit and application; and make your payment. You may pay online using a credit card or print out the payment coupon and mail in a US Postal Money Order.

Need help?

Problems completing your application?
Institution Contact Info:
The College of Saint Rose
Registrar’s Office
Certification@strose.edu

Problems using TEACH?
New York State Education Dept. Contact Info:
Technical support available to you by telephone Monday – Friday from 8:00 a.m. until 5:00 p.m. at (518) 486-6041. Web: https://portals.nysed.gov/tcert/technical.htm
ONLINE APPLICATION FOR GRADUATION

** All students must have an active application to have their record reviewed for recommendation to NYSED.**
** If you do not meet the graduation deadline, you must submit an application for the next graduation date.**

To submit your Degree Application through the Secure Site:

1. Go to [http://www.strose.edu/](http://www.strose.edu/). Click on Gateways in top right hand corner of the main page and select Login.
2. Click Login for the Secure Site.
3. Click Login to Secure Area. Enter User ID and PIN.
4. Click Student & Financial Aid.
5. Click Student Records.
6. Click Apply to Graduate.
7. Select the most current term available to display your current program. (You will select your graduation date in a later screen.) Click Submit.
8. Select one curriculum for this degree application. If you need to apply for multiple degrees, you will complete a separate application for each one. Click Continue.
9. Select a date for your expected graduation. Click Continue.
10. Select a name for your diploma. Click Continue.
11. You may edit your middle name if you choose to do so. If you need to change your first or last name or the suffix, you will need to contact the Registrar’s Office and provide legal documentation of your name change. Click Continue.
12. Enter or edit a new mailing address for your diploma. Use "One of your Addresses" to select or change the mailing address for your diploma. Click Continue.
13. Verify the address is correct. Click Continue.
14. Verify all information is correct on the Graduation Application Summary. Click Submit Request.

You have successfully submitted your degree application!