

TEACH

School District Business Leader

Physical Education

1. Go to - www.highered.nysed.gov/tcert/teach
2. Log on to TEACH with your username and password.
3. Click on “TEACH Online Services”
4. Click on “Apply for Certificate”
5. Update profile to reflect classroom teaching and/or administrative experience.
6. Make selections from **DROP BOXES** as per below:
 - o **Area of Interest: Administration and Pupil Personnel Services**
 - o **Subject Area: School Administration and Supervision**
 - o **Grade Level: Pre K-12 All Grades**
 - o **Title: School District Business Leader**
 - o **Type of Certificate: Professional Certificate**
7. Answer yes to question re: approved teacher prep program (program code:)
8. Answer “moral character” questions and electronically sign affidavit
9. Submit payment for application (\$50 per title, online using a credit card)

Program	Code	Certification Type
School District Business Leader	41654	Initial or Professional