TEACH
School Building Leader

1. Go to - [www.highered.nysed.gov/tcert/teach](http://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:
   - **Area of Interest:** Administration and Pupil Personnel Services
   - **Subject Area:** School Administration and Supervision
   - **Grade Level:** PreK-12 All Grades
   - **Title:** School Building Leader
   - **Type of Certificate:** Initial Certificate or Professional Certificate
7. Answer yes to question re: approved teacher prep program (program code: **29139**)
8. Answer “moral character” questions and electronically sign affidavit
9. Submit payment for application ($50 per title, online using a credit card)

<table>
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<tr>
<th>Program</th>
<th>Code</th>
<th>Certification Type</th>
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<tbody>
<tr>
<td>School Building Leader</td>
<td>29139</td>
<td>Initial or Professional</td>
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