Request for Permanent/Professional Recommendation of an Approved Preparation Program

If you did not graduate from an approved preparation pathway you must apply directly to State Ed through the Certificate Progression Pathway and pay to have an official transcript sent from the Registrar’s Office. Institutional Recommendation will NOT be made for students who did not complete an approved preparation program at the University at Albany.

Name: ______________________________________      Student ID: ___________________

Email Address: ______________________________________

What approved teacher preparation program did you complete? _______________________________

What is the expiration date of your Provisional/Initial certificate received as a result of the program above? _____________________________

If you do not already hold a Provisional or Initial certificate you must apply for recommendation following the instructions located at http://www.albany.edu/graduate/teachercertification/alumni.shtml.

If you graduated from a CLASSROOM TEACHER program prior to December 2003, you must apply directly to State Ed through the Individual Evaluation pathway even if you graduated from an approved program.

* I have read and understand the above information _________________________________________

Signature and date
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Release Authorization for Teacher Certification

I authorize the University at Albany to verify the completion of my degree by submission of a teacher certification recommendation to the New York State Education Department, Office of Teaching Initiatives. It is my understanding that this recommendation must accompany all applications for New York State teacher/administrator certification submitted by individuals who have completed a preparation program registered and approved by the State Education Department.

If I do not provide consent, I understand that the University at Albany will not be able to submit a recommendation for certification and that I will need to apply directly to the NY State Education Department (www.nysed.gov) for an individual evaluation of my credentials. Applying through individual evaluation will require a supplementary $50 processing fee, purchase and submission of an official transcript for review, additional time and will not guarantee approval of my certification application*.

NAME: ___________________________________________________________________ STUDENT ID: __________________

SIGNATURE: ___________________ DATE: ______________

* Adapted from SUNY College at Oneonta, April 30, 2006