

**University at Albany  
State University of New York**

**LITERACY SPECIALIST CERTIFICATION CHECKLIST**

**Requests received without the required fee are not processed. We are not able to accept cash payments.**

**Name of Applicant: \_\_\_\_\_ Date of Birth: \_\_\_\_\_**

**UAlbany ID Number: \_\_\_\_\_**

**Email Address: \_\_\_\_\_ Expected Graduation Date: \_\_\_\_\_**

**YOU WILL NOT RECEIVE OFFICIAL NOTIFICATION OF UNIVERSITY  
RECOMMENDATION, BUT YOU CAN CHECK YOUR STATUS VIA YOUR  
TEACH ONLINE ACCOUNT.**

**RECOMMENDATION WILL ONLY BE MADE AFTER YOUR DEGREE HAS  
BEEN AWARDED AND ALL REQUIRED DOCUMENTATION HAS BEEN  
RECEIVED BY THE OFFICE OF GRADUATE STUDIES.**

**Please provide the following:**

- Check or money order for \$50 payable to "The University at Albany"**
- Child Abuse workshop verification \***
- School Violence workshop verification \***
- Transcript release form**

**\* If you did not take the workshops as part of your coursework at the University at Albany, official documentation is required for recommendation. A copy of a prior NYS teaching certificate may be substituted unless your certificate was issued prior to September 2001, then you must provide additional proof of School Violence training.**