



## How to Apply for New York Administrator License

**Note:** Licensure regulations are subject to change. For updates and more information about licensure in New York, contact the NYS Education Dept., your school district, or the local BOCES office.

Please follow all the steps below in order to apply for your NY administrator license.

1. While on campus during the final summer residency, you will be asked to complete the Request for Licensure Recommendation. This information is required for MCLA to recommend you for licensure.
2. **Complete** all requirements of the Leadership Academy program at MCLA.
3. **Log in to your NY TEACH account:** <http://www.highered.nysed.gov/tcert/teach>.
4. **Apply** for your Initial Administrator license online. Be sure to apply for the correct license; in most cases “School Building Leader.” All MA Principal levels are equivalent to NY SBL K-12.
  - a) After you choose the appropriate license and level, you will see this page: Educational Preparation for this application only. Choose the response **B** at the bottom of the page:  
“No, I have not completed, nor am I enrolled in, an Approved Teacher Preparation Program at a New York State College or University for this certificate and this type.”
  - b) On the next page: Interstate Reciprocity, choose the **second** response: “Yes, I completed an Approved Teacher Education program in a state or jurisdiction other than New York that would lead to certification in that state.”
  - c) Complete your application.
  - d) Pay the application fee.
5. The endorsement statement is placed on your transcript permanently after you have completed all requirements successfully. Once the statement appears on your transcript (you can check in Self-Service Banner), **request** that the Registrar’s Office mail an official transcript to the NY Ed. Dept. The instructions are online at <http://www.mcla.edu/Academics/registrar>. NY Ed. Dept. does not accept electronic transcripts.  
!!Do not request a transcript before the endorsement statement is placed on it!!

While waiting for NY to process your license, you can show a print-out of your pending license status from TEACH and/or your transcript to show employers that your licensure requirements have been completed.

6. If you also desire a MA administrator license, please follow the MA instructions provided separately. You will also need to pass the MA Test for Educator Licensure ([www.mtel.nesinc.com](http://www.mtel.nesinc.com)) required for this license.

**NOTE: You need complete all the above steps for your license to be approved.**

For any questions about NY licensure please contact the NY Ed. Dept., your school district, or BOCES office.

For more information contact Nancy Pearlman, Coordinator of Educator Licensure and Placement,  
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