The University of the State of New York

THE STATE EDUCATION DEPARTMENT

Office of Teaching Initiatives

www.highered.nysed.gov/tcert

IHE Attestation of Matriculation for Candidates Seeking Time Extensions

This form may only be filled out and submitted by a Certification Officer or Dean of the School of Education. Submission of this form by applicants will not be accepted.

Individuals who hold an Internship, Residency, or applicable Transitional certificate (Transitional A, B, C, G, H only) and are seeking a time extension must have this form filled out by the institution of higher education in which they are enrolled. Please complete the following attestation and send it to tcert@nysed.gov with the subject line "Time Extension".

Section I: Applicant Information		
First Name:	Last Name:	Middle Initial:
Date of Birth:	Last 4 Digits of Social Security Number:	
Please specify the content area, grade range (if applicable), and the certificate type (e.g. English 7-12 Transitional B):		
Section II: To be completed by the IHE		
I attest that the candidate indicated above is and will be matriculated in the educator preparation program after the expiration date of the original certificate. Note: the time extension can only be issued once and is valid for up to three years. Should the applicant graduate or leave the program for any reason, it is the IHE's responsibility to notify the Office of Teaching Initiatives. The time extension will expire when the college recommendation for initial certification has been entered or after the IHE has notified the Office of Teaching Initiatives that the applicant has left the program.		
Name of College/University:		
Name and Title of College/University Official:		
Email address of College/University Official:		
Section III: Attestation		
I confirm that all the above information is correct, and that the above-mentioned student will be matriculated in the Educator Preparation Program past the expiration date of the original certificate. Signature:		
Date:		

(08/2023)