

Attestation of LESS Than Three Years of Acceptable Administrative Experience for the School Building Leader Initial Reissuance

The requirements for the reissuance of an Initial School Building Leader certificate include:

- **Having less than three years** of acceptable [administrative experience](#) as required for the Professional School Building Leader certificate, and
- Taking and passing the [NYSTCE School Building Leader Assessment](#) within one year (365 days) before or after the date of a paid application for the Initial Reissuance, or during the validity period of the Emergency School Building Leader COVID-19 certificate.

To document that you have less than three years of acceptable administrative experience, complete the following attestation and send it to tcert@nysed.gov with the subject line "Attestation of less than 3 years of experience."

Section I: Applicant Information		
First Name:	Last Name:	Middle Initial:
Date of Birth: / /	Last 4 Digits of Your Social Security Number:	
Initial Reissuance certificate title(s) you are completing this form for:		
Section II: Attestation		
I confirm that I have LESS than three years of acceptable administrative experience as required for the Professional School Building Leader certificate.		
Signature:		
Date:		

Please note: Applicants who have completed three or more years of acceptable [administrative experience](#) for the Professional School Building Leader certificate are not eligible to receive an Initial Reissuance. Information about progressing from the Initial certificate to the Professional certificate is available on the [Office of Teaching Initiatives website](#).