

# Release and Request for Certification of Professional Education



**When Do You Use This Form?** This form is completed when a student would like to authorize SUNY Cortland to release information to NYSED and the Department of Professional Licensing Services.

Student Name: \_\_\_\_\_ Cortland ID: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

*Do not include a SSN on this form. Date of birth is only used for record lookup when a Cortland ID is not available.*

## A. Requested Certification

SUNY Cortland can validate education for all types of licensure, but will only validate completion of registered licensure programs where SUNY Cortland is listed on the Inventory of Registered Programs. (<http://www.nysed.gov/coms/rp090/IRPSLI>)

Geologist BA (NYSED: 03579)  Geologist BS (NYSED: 12184)  Speech-Language Pathology MS (NYSED: 33410)  Athletic Trainer BS (NYSED: 21508)

Other Certificate/License: \_\_\_\_\_

## B. Required Materials and Instructions

Please be certain to complete or include the following. Your form may be returned if required information is incomplete or missing.

Licensure/Certification Form (Example: NYSED Form 2)

*Complete all applicant information areas on the form, including adding your name to all pages. Sign and date the form appropriately. The form not be accepted or processed without an applicant signature.*

### NON-REGISTERED PROGRAMS ONLY

Official Transcript Request

*Applicants must request a transcript for all programs that are not registered as licensure/certificate granting programs with the New York State Education Department.*

Supplementary Materials

*Include all materials required for NYSED as per the application or instructions. Materials may include internship agreements/records, syllabi or descriptions of courses. You may obtain required information using the College Catalog, and include it with your request. You may be required to contact the academic department if syllabi have been explicitly requested. Please be sure to review the instructions and requirements on the Division of Professional Licensing site.*

## C. Acknowledgement and Authorization

Under the provisions of the Family Education Rights and Privacy Act (FERPA), you authorize SUNY Cortland to release required academic records for certification or licensure, and to release any other information requested by the State Education Department in connection with the application for certification or licensure. You consent to the disclosure of personally identifiable information in your education record to the State Education Department in connection with the application for certification or licensure.

When requesting certification in programs where Cortland does not offer a program leading to a license or certificate per NYSED, you acknowledge the College will only validate your program and coursework pursued at SUNY Cortland as a non-registered program, and cannot from validate other items related to licensure.

You understand that you are responsible for any supplementary materials required by the New York State Education Department, including formally requesting official transcripts, in connection to the request.

You understand that providing incomplete materials or documents may result in returned or rejected forms from SUNY Cortland, the New York State Education Department or the Division of Licensing Services.

Student Signature \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_