



SUC Potsdam

Student Application Information Sheet

New York State Teacher Certification

Please use the information provided below to assist you in completing your online application for NYS Teacher Certification.

STUDENT NAME: _____

SSN: _____

First: Create User Login and Password

In order to apply online, you will enter TEACH online services via the Office of Teaching Initiatives Web site at www.highered.nysed.gov/tcert and create a TEACH login and password at the New York State Directory Services site. Instructions are provided as you go through this process. Once you have created your login and password this step is completed and you never have to repeat this process (unless you forget your password).

Second: Creating a TEACH Account & Completing the Application

Step 1: Create Applicant Profile

Enter your personal information and preferences (such as opting to be included in the statewide teacher clearinghouse or having most correspondence from us transmitted via email).

Use the following information supplied by your institution to complete the Self-Reported education portion of the online application: (See your Dept. Chair or College Certification Officer)

Institution Name: **SUC Potsdam**
Award Title: **Bachelor of Arts**
Program Code: **33419 – Theatre Education (PREK-12)**
Major: **Theatre Education**
Date Degree Received: ___ / ___ / _____ [Date Format: mm/dd/yyyy] Number of Credits: _____
Date Attended From: ___ / ___ / _____ Date Attended To: ___ / ___ / _____

Step 2: Select Certificate(s)

A. Use the following information to select the appropriate certificate title and type:

- Select your Area of Interest: Classroom Teacher
- Select your Subject Area: Theatre Education (PreK-12)
- Select the Grade Level: PreK-12
- Select the Title: Theatre
- Select the Type of Certificate: **Initial**

B. After you have selected your certificate title and type, click the “Add” button. On the next screen enter in your “Program Code” (listed above) and click the “Submit” button. Verify the information within the table and click the “Radio (circle)” button next to the instruction name. Then click the “Next” button to complete the adding of your certificate to the application.

C. Continue through the application answering all required questions; sign the affidavit and application; and make your payment. You may pay online using a credit card or print out the payment coupon and mail in a US Postal Money Order.

Need help?

Problems completing your application?
Institution Contact Info:
SUC Potsdam

Problems using TEACH?
New York State Education Dept. Contact Info:
Technical support available to you by telephone Monday –
Friday from 8:00 a.m. until 5:00 p.m. at (518) 486-6041. **Web:**
<https://portals.nysed.gov/tcert/technical.htm>