*Please only apply for your initial certification once you have met the requirements*

☐ Log on to the TEACH System at: [http://www.highered.nysed.gov/tcert/](http://www.highered.nysed.gov/tcert/)

☐ Click: “TEACH Online Services”

☐ Click: “Apply for Certificate” (Read the information and click NEXT.)

☐ Verify/Update Profile: If you edit any information you must click the “Add” button each time.

☐ **Online Application Step 1:** Enter the following information listed below.

  - **Institution:** “SUC Potsdam”
  - **Award Title:** “Bachelor of Arts”
  - **Program:** “23669 Childhood Education”
  - **Major:** “Childhood Education”
  - **Date Degree Received:** Example - “05/20/2012”
  - **Attended From and to Dates:** Example – “08/25/2008 – 05/20/2012”
  - **Number of Credits:** Example – “127”

☐ **Online Application Step 2:** Select the information listed below.

  - **Area of Interest:** “Classroom Teacher”
  - **Subject Area:** “Childhood”
  - **Grade Level:** “Childhood Grades 1-6”
  - **Title:** “Childhood Education (Grades 1-6)”
  - **Type of Certificate:** “Initial”

☐ **Program Code:** “23669” (Code links to “Approved Teacher Preparation Program” pathway)

*If you want to apply for the Early Childhood Education (Birth – Grade 2) Certificate, repeat Step 2 and replace Childhood selections with Early Childhood selections and enter the same program code.*

Visit the Center for School Partnerships and Teacher Certification website for additional information about certification requirements, forms and links to websites.

[http://www.potsdam.edu/academics/SOEPS/education/certification](http://www.potsdam.edu/academics/SOEPS/education/certification)