*SUNY Potsdam*

*Initial Certification*

*BA/MST Science Option A and B*

*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:** “Master of Science for Teachers Option A and B”
- **Program:** See chart below
- **Major:** See chart below
- **Date Degree Received:** Example - “05/20/2012”
- **Attended From and to Dates:** Example – “08/25/2008 – 05/20/2012”
- **Number of Credits:** Example – “123”

**Online Application Step 2:** Select the information listed below.
- **Area of Interest:** “Classroom Teacher”
- **Subject Area:** See chart below
- **Grade Level:** “Adolescent Grades 7-12”
- **Title:** See chart below
- **Type of Certificate:** “Initial”

**Program Code:** See chart below (Code links to “Approved Teacher Preparation Program” Pathway)

*If you are Option A and you want to apply for the 5-6 extension, click on “Classroom Teacher Extensions, Grades 5-6, 5-6 Extension, Initial Extension Annotation” and enter the same program code.*

<table>
<thead>
<tr>
<th>Program</th>
<th>Major/Subject Area</th>
<th>Title</th>
<th>Program Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>25158 Adolescence Education: Biology</td>
<td>Biology</td>
<td>Biology 7-12</td>
<td>25158</td>
</tr>
<tr>
<td>25159 Adolescence Education: Chemistry</td>
<td>Chemistry</td>
<td>Chemistry 7-12</td>
<td>25159</td>
</tr>
<tr>
<td>25160 Adolescence Education: Earth Science</td>
<td>Earth Science</td>
<td>Earth Science 7-12</td>
<td>25160</td>
</tr>
<tr>
<td>25161 Adolescence Education: Physics</td>
<td>Physics</td>
<td>Physics 7-12</td>
<td>25161</td>
</tr>
</tbody>
</table>

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)