



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/>
- 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.**

Program	Major/Subject Area	Title	Program Code
25158 Adolescence Education: Biology	Biology	Biology 7-12	25158
25159 Adolescence Education: Chemistry	Chemistry	Chemistry 7-12	25159
25160 Adolescence Education: Earth Science	Earth Science	Earth Science 7-12	25160
25161 Adolescence Education: Physics	Physics	Physics 7-12	25161

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>