SUNY Potsdam
Initial Certification
BS Art Pre K-12

*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: “Bachelor of Science”
   Program: “26310 Special Subjects: Art”
   Major: “Art”
   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: “Visual Arts”
   Grade Level: “Pre K-12”
   Title: “Visual Arts”
   Type of Certificate: “Initial”

☐ Program Code: “26310” (Code links to “Approved Teacher Preparation Program” Pathway)

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