*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 Music”
   - **Program**: “35352 Music”
   - **Major**: “Music”
   - **Date Degree Received**: Example - “05/20/2012”
   - **Attended From and to Dates**: Example – “08/25/2008 – 05/20/2012”
   - **Number of Credits**: Example – “33”

☐ **Online Application Step 2**: Select the information listed below.
   - **Area of Interest**: “Classroom Teacher”
   - **Subject Area**: “Music”
   - **Grade Level**: “Music Pre K-12”
   - **Title**: “Music Education (Pre K-12)”
   - **Type of Certificate**: “Professional”

☐ **Program Code**: “35352” (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](http://www.potsdam.edu/academics/SOEPS/education/certification)