*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 in Education”
  - **Program:** “31097 Curriculum and Instruction”
  - **Major:** “Education”
  - **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:** Based on current certificate
  - **Grade Level:** Based on current certificate
  - **Title:** Based on current certificate
  - **Type of Certificate:** “Professional”

- **Program Code:** “31097” (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)